



Università  
Ca' Foscari  
Venezia

## ***TUTORIAL***

Contribution payment for admission to  
PhD selection process



Università  
Ca' Foscari  
Venezia



This year, **a non-refundable payment of € 15,00 must be made** for each application for a PhD course at Ca' Foscari University. It must be paid via "PagoPA" platform.

PagoPA is a payment method which guarantees safe and reliable electronic payments towards the Public Administration.

This is a tutorial on how to proceed, step by step, to make this contribution payment for admission to PhD courses via the PagoPA platform.



## Online Application System

pagopa

**Competition code**  
**Opening applications**  
**Closing applications**

Attention please: you have to make the payment before filling in the online application.  
While filling in the application, you will be required to attach your payment receipt to be able to complete the online procedure.

**Make the payment**

If you have made the payment

**Fill in the application**

After choosing PhD course and insert your Tax Code, you have to make the payment before filling in the online application. To do so, please click on the button “Make the payment”.

***Please note that this is a non-refundable payment and it must be paid to successfully submit the application. After payment, it is still possible to modify your application.***



**Payments to Ca' Foscari University** (fields marked with \* are compulsory)

Tax Code  
CRDSFN65R11L736S

Application Code  
5HD8L2AN

Name \*  
 ⓘ  
• Value is required and can't be empty

Surname \*  
 ⓘ  
• Value is required and can't be empty

Residence:Address \*  
 ⓘ  
• Value is required and can't be empty

Residence:Number \*  
 ⓘ  
• Value is required and can't be empty

Residence:Postcode \*  
 ⓘ  
• Value is required and can't be empty

Residence:Town/City \*  
 ⓘ  
• Value is required and can't be empty

Residence:Province/Region


Residence:Nation \*  
ITALY

On the next page, you have to insert all Compulsory fields.

Then click on “Proceed” button.



On the next page, click on the button “Paga tramite PagoPA”.

 Paga tramite pagoPA

It will appear the next message:

*“Thanks to the integration with the pagoPA platform, you can complete your payments to the public administration easily and immediately. You can also choose the payment service provider (PSP) most convenient for you. The PSP may charge an **additional fee**. Please check carefully the data provided. By clicling in “accetta”, it will proceed on the pagoPA platform”.*

Attenzione! ×

---

Grazie all'integrazione con la piattaforma pagoPA, puoi completare i tuoi pagamenti verso la Pubblica Amministrazione in modo semplice e immediato. Potrai inoltre scegliere il gestore della transazione (PSP) a te più conveniente.

Il PSP può applicare un **costo aggiuntivo**.

Premendo "Accetta", si procederà sulla piattaforma pagoPA e i dati del versante non saranno più modificabili!

**Controllare attentamente la correttezza dei dati del versante!**

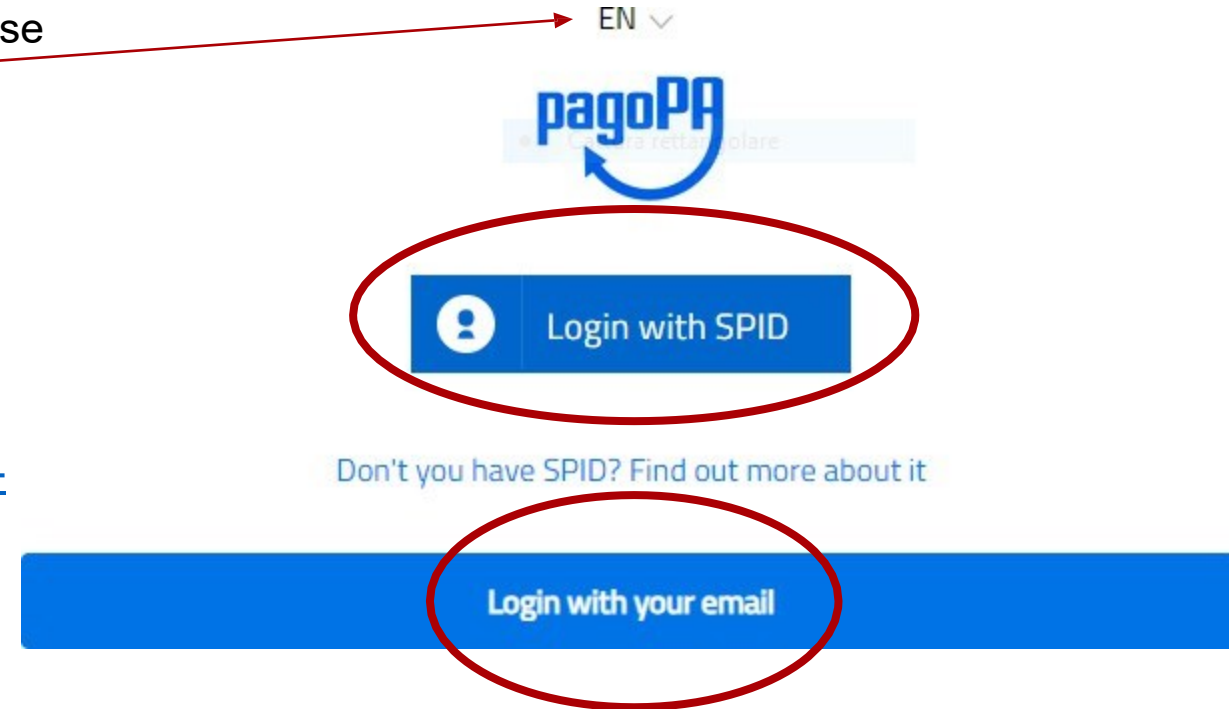
---

[Annulla](#) [Accetta](#)



On the next page you will have to choose the way to enter the PagoPA portal: **SPID or e-mail address**. Here, you can choose the preferred language between Italian and English.

**SPID** is the *public digital identity system* that allows to use a unique digital identity for on line services offered by Public Administrations. If you already have a SPID account use the related credential to log in. If you do not, you may request it to one of the providers. You can find more information on: <https://www.inps.it/en/en.information-english.access-the-online-services.spid-public-digital-identity-system.html>



***PLEASE NOTE that if you are an international student who do not live in Italy yet, choose the e-mail address option to log in.***



Università  
Ca' Foscari  
Venezia

After you have entered the PagoPA portal, a privacy notice will be displayed. Please click on "Continue".

pagoPA - Privacy Policy

## PRIVACY NOTICE

in compliance with articles 13-14 of the Regulation (UE) 2016/6799

This Privacy Notice describes how are processed the personal data of those arriving at the web site [wisp2.pagopa.gov.it/](http://wisp2.pagopa.gov.it/) (the "**web site**") to pay using pagoPA. The Web site allows to (i) to be notified via e-mail with regards to the payment you will perform on the pagoPA system and, if you will decide to register to pagoPA, (ii) to register to pagoPA, (iii) to memorize come payment method, (iv) to visualize payments history, as well as (v) to retrieve the password and/or the secret code you choose during the registration process (from now on the "**Service**").

This Privacy Notice does NOT describe the personal data processing with regards to the payments you will make on the pagoPA system, with respect to which the Creditor Entities (ie the public administration for which you make a payment) and / or the Payment Service Providers (ie the bank or other institution you have chosen to manage a certain payment), remain the independent data controllers. You will then need to contact the latter for information on the processing of your data.

### Data controllers

PagoPA S.p.A.

Continue



PagoPA portal offers 3 payment methods:

1. credit/debit card,
2. bank account,
3. other payment methods (such as PayPal).

Select one of the payment options.

*Please note that a transaction fee could be required. Its amount will depend on the payment method chosen.*

How would you like to pay?



Credit/debit card



Bank account



Other payment methods

***For international students it is advisable to select to pay with credit card or with other payment methods, because you may not find your bank listed if choosing the option number two (“bank account”).***





Università  
Ca' Foscari  
Venezia

## CREDIT/DEBIT CARD:

If you choose this option, please enter the required details of your credit/debit card (pay attention to the conditions applied by the institution), and click on “continue”.

pagopa accepts the following credit/debit card circuits



Name and Last name



0000 0000 0000 0000

Credit/debit card number



MM / YY

Expiry date (mm/yy)



CVC

Verification code

Continue



Università  
Ca' Foscari  
Venezia

Once you click on “continue”, the following notice will be displayed: →

It contains the details about the payment that is going to be made (credit/debit card number, the name of the card holder, the transaction fee, the total amount, etc.)

Please click on “confirm payment”.

***After confirmation it will no longer be possible to cancel the payment.***

**Total** €

---

Pay with

••••

Valid until 10/27

VISA

---

Your payment will be handled by ⓘ

**nexi** Edit

Transaction fee € 1,00 ⓘ

---

Send receipt to

---

**Attention:** after confirmation it will no longer be possible to cancel the payment

**Confirm Payment**



Università  
Ca' Foscari  
Venezia

Once the payment procedure has been successfully completed, the following message will appear:



Thank you, your payment has been taken in charge

You will receive the result to

@hotmail.it

Close

***A confirmation will be sent to your email address.***



## BANK ACCOUNT:







If you chose this option, the available PSPs (payment service providers) will be displayed.

By selecting one of the PSPs you will be redirected to the web page of the chosen bank, which allows you to select the home-banking service provided by your bank.

You shall proceed with the payment through your home-banking section.



Order by: Alphabetical ▾ Type: Ascending ▾

 Pagamento diretto/Bonifico	Maximum fees 0,60 €	>
 SCRIGNO Internet Banking	Maximum fees 0,90 €	>
 Pago in Conto	Maximum fees 0,00 €	>
 Conto BancoPosta Impresa	BancoPosta Impresa Maximum fees 0,50 €	>
 Conto BancoPosta	BancoPosta Maximum fees 0,50 €	>
 MyBank	Maximum fees 0,50 €	>



Università  
Ca' Foscari  
Venezia

## OTHER PAYMENTS METHODS:












If you chose this option, you may choose one of the payment methods displayed in the section and follow the instructions.

Transaction fee, if any, will depend on the method chosen.

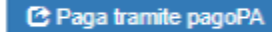
Choose your payment method

Search your bank

Order by: Alphabetical ▾ Type: Ascending ▾


 MyBank	Maximum fees 0,50 €	>
 Bancomat Pay	Maximum fees 0,50 €	>
 Carte Pagamento	Maximum fees 0,90 €	>
 Satispay	 Maximum fees 1,00 €	>
 PayPal	 Maximum fees 1,50 €	>
 Paga con Postepay	 Maximum fees 0,50 €	>
 Pagamento con ApplePay	È necessario utilizzare ID, device o browser Apple.  Maximum fees 1,50 €	>

On the next page, click on the button “Paga tramite PagoPA”.



It will appear the next message:

*“Thanks to the integration with the pagoPA platform, you can complete your payments to the public administration easily and immediately. You can also choose the payment service provider (PSP) most convenient for you. The PSP may charge an **additional fee**. Please check carefully the data provided. By clicling in “accetta”, it will proceed on the pagoPA platform”.*



Attensione! ×

---

Grazie all'integrazione con la piattaforma pagoPA, puoi completare i tuoi pagamenti verso la Pubblica Amministrazione in modo semplice e immediato. Potrai inoltre scegliere il gestore della transazione (PSP) a te più conveniente.

Il PSP può applicare un **costo aggiuntivo**.

Premendo "Accetta", si procederà sulla piattaforma pagoPA e i dati del versante non saranno più modificabili!

**Controllare attentamente la correttezza dei dati del versante!**

---

[Annulla](#) [Accetta](#)



Università  
Ca' Foscari  
Venezia

In the **receipt** (quietanza di pagamento) you will find the details of the payment, such as the date and the hour it has been made, the name and surname of the person who has paid, tax code, the amount, etc.

The receipt looks like this: 

***It is not necessary to attach the payment receipt to the application form.***



### QUIETANZA di PAGAMENTO

In data [redacted] l'ente:

Università Ca' Foscari Venezia

Codice Fiscale: 80007720271

Partita Iva: 00816350276

ha ricevuto la notifica dell'avvenuto pagamento per conto di:

[redacted]

Codice Fiscale / P.IVA: [redacted]

dell'importo di € 15,00, relativo all'avviso di pagamento [redacted] e corrispondente all'Identificativo Univoco di Versamento (IUV) [redacted].

Il pagamento è stato effettuato tramite pagoPA dal PSP:

[redacted]

con Identificativo Univoco di Riscossione (IUR) [redacted].

L'operazione è stata eseguita da [redacted] in data [redacted] con una transazione iniziata in data [redacted].

Voci versate:

Causale	Importo
[redacted]	€ 15,00



Università  
Ca' Foscari  
Venezia

**It is recommended not to wait until the last day to make the payment**, as it may take some time to be processed.

Candidates are invited to complete applications for the selection process well in advance of the closing date specified in the call for admission.

Candidates are responsible for verifying that the procedure is completed correctly.

No complaints will be accepted for any malfunctioning of the IT system due to overload experienced by candidates near the closing date.

***THE ABSENCE OF THE PAYMENT OF THE PARTICIPATION FEE IS GROUND FOR EXCLUSION FROM THE SELECTION PROCESS.***