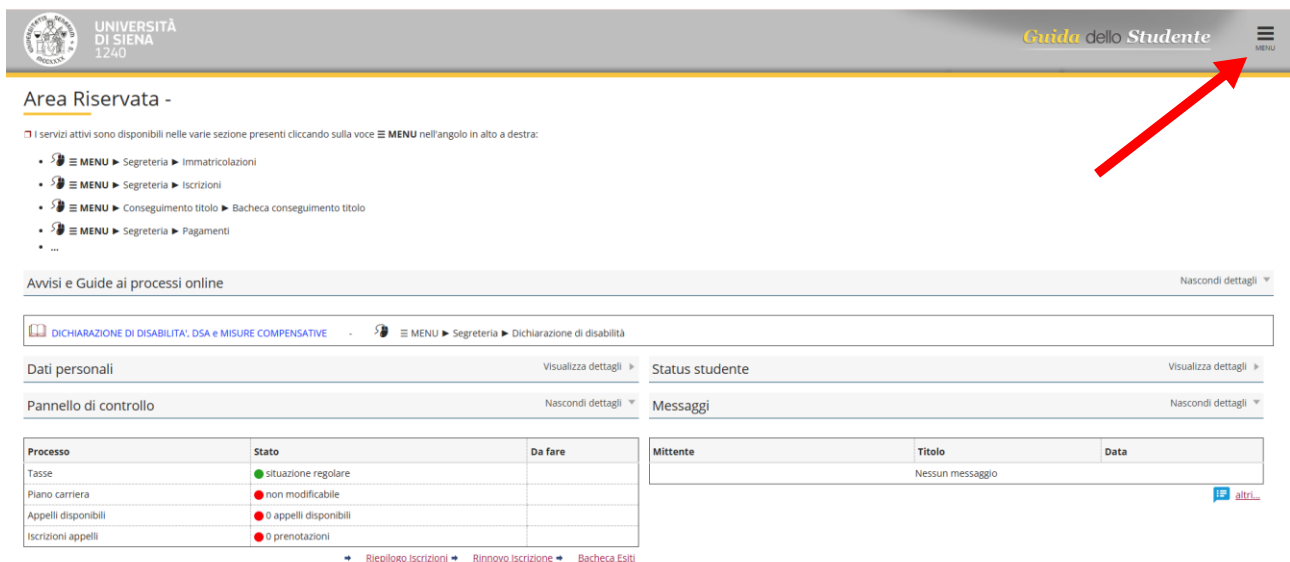


Segreteria Online bank details guide

This guide explains the steps you need to take to update your bank details on Segreteria Online.

This is important in order to receive the scholarship.

1. In your Segreteria Online homepage select MENU.

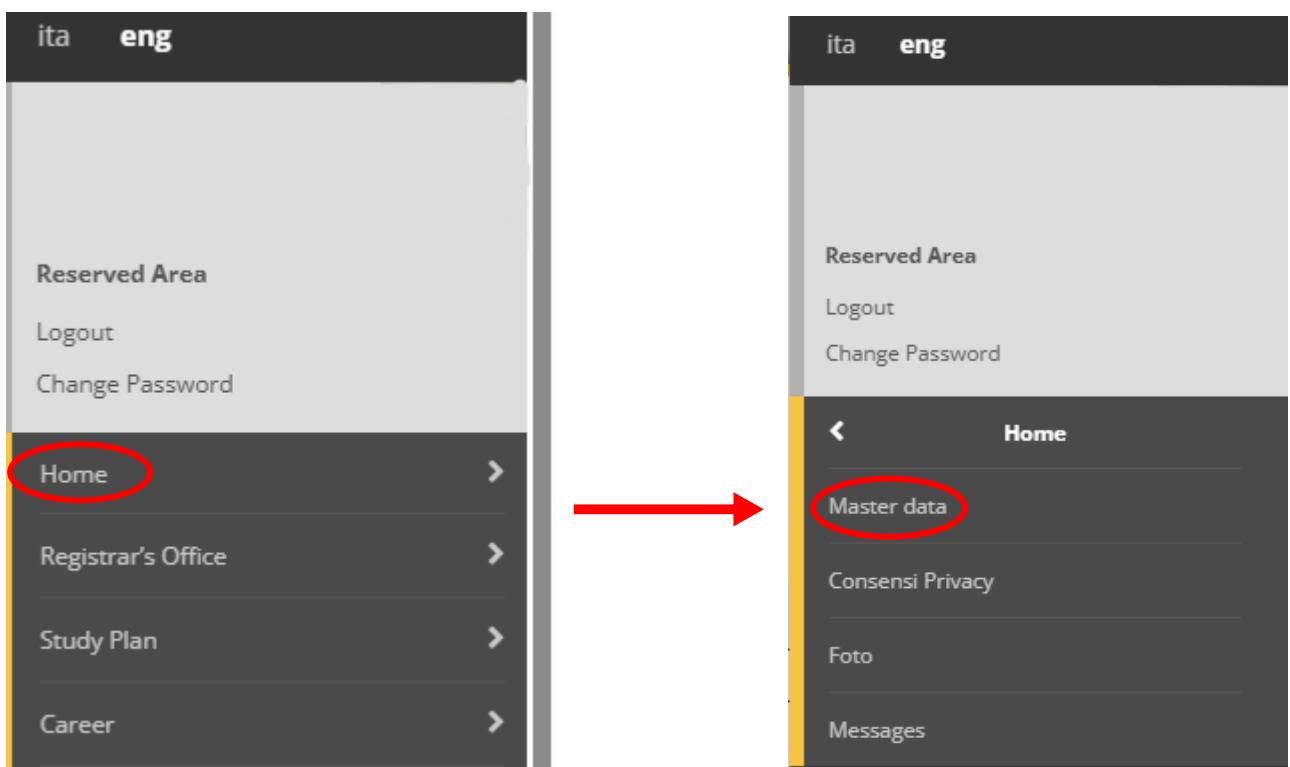


The screenshot shows the Segreteria Online homepage. At the top right, there is a 'Guida dello Studente' link and a 'MENU' icon (three horizontal lines). A red arrow points to this 'MENU' icon. Below the header, the page is titled 'Area Riservata -'. A list of services is provided, including 'Segreteria ► Immatricolazioni', 'Segreteria ► Iscrizioni', 'Conseguimento titolo ► Bacheca conseguimento titolo', and 'Pagamenti'. Below this, there are sections for 'Avvisi e Guide ai processi online', 'Dati personali', 'Status studente', 'Pannello di controllo', and 'Messaggi'. The 'Pannello di controllo' section contains a table with columns 'Processo', 'Stato', and 'Da fare'. The 'Messaggi' section shows a table with columns 'Mittente', 'Titolo', and 'Data'.

Processo	Stato	Da fare
Tasse	● situazione regolare	
Piano carriera	● non modificabile	
Appelli disponibili	● 0 appelli disponibili	
Iscrizioni appelli	● 0 prenotazioni	

Mittente	Titolo	Data
	Nessun messaggio	

2. Select “Home” and then “Master data”.



The first screenshot shows the Segreteria Online homepage with the 'Home' button circled in red. A red arrow points to the second screenshot, which shows the 'Home' page with the 'Master data' button circled in red. The 'Home' page also includes links for 'Logout', 'Change Password', 'Consensi Privacy', 'Foto', and 'Messages'.


3. First of all, you must update your current address. This is because your current address will be different from your permanent address during the mobility period.

Under “Permanent address” – “Current address is the same as permanent address”, you will automatically have “Y” (Yes).

Click on “Edit Permanent Address”.

Permanent address

Country	
Town/City not listed	
ZIP CODE	
Locality	
Address	
Street no.	
Telephone	
Current address is the same as permanent address	<input checked="" type="radio"/> Y

 [Edit Permanent Address](#) Use the link to edit Permanent Address

4. On the page that opens select “N” (No) and click “Forward”.

Registration: Permanent address

The page shows the form for entering and changing the user's residence and domicile addresses.

Permanent address

Country*	<input type="text"/>
The town entered was not found among those listed.*	<input type="text"/>
ZIP CODE	<input type="text"/>
	if in Italy
Locality	<input type="text"/>
Address*	<input type="text"/>
	(street, square, road)
Street no.*	<input type="text"/>
Data inizio validità residenza (per domicilio fiscale)*	<input type="text"/>
	(se non si conosce la data esatta inserire 01/01/anno corrente o lasciare il campo vuoto)
Telephone*	<input type="text"/>
Current address is the same as permanent address*	<input type="radio"/> Y <input checked="" type="radio"/> N

5. The page “Registration: Current address” will open. Fill in your current address details and click “Forward”.

Registration: Current address

The page shows the form for entering and modifying the user's current address.

Current address	
C/o	<input type="text"/>
Country*	<input type="text"/>
The town entered was not found among those listed.*	<input type="text"/>
ZIP CODE	<input type="text"/>
if in Italy	
Locality	<input type="text"/>
Address*	<input type="text"/>
(street, square, road)	
Street no.*	<input type="text"/>
Telephone	<input type="text"/>

[Back](#)

[Forward](#)

6. You will now see the two sections.

Permanent address

Country

Town/City not listed

ZIP CODE

Locality


Address

Street no.

Telephone

Current address is the same as permanent address

No

 [Edit Permanent Address](#) Use the link to edit Permanent Address

Current address

Country

Town/City not listed

ZIP CODE


Locality

Address

Street no.

Phone number

C/o


 [Edit Current Address](#) Use the link to edit Current Address

7. At the end of the page you will find the “Data Bank Account (Refunds)” section.

Click on “Edit Bank Account Refund Data”.

Data Bank Account (Refunds)

Refund methods

 [Edit Bank Account Refund Data](#) Use the link to edit Bank Account Refund Details

8. Open the drop-down menu and select a payment method.

Registration:Data Bank Account (Refunds)

The page shows the form for entering and modifying the user's Data Bank Account.

Data Bank Account (Refunds)

Payment methods*

9. If you have an Italian bank account, select “Bonifico Bancario” and enter all the required information. In “Italian Id. No. Bank Account Holder” insert your italian tax code.

Registration:Data Bank Account (Refunds)

The page shows the form for entering and modifying the user's Data Bank Account.

Data Bank Account (Refunds)

Payment methods*

Nazione*

Bank*

Bank Account Details

IBAN*

Inserire cin, abi, cab e c/c ☐

Bank Account Holder*

Italian Id. No. Bank Account Holder*

10. If you have an European bank account, select “Bonifici europei con IBAN e senza” and enter all the required information. In “Italian Id. No. Bank Account Holder” insert your italian tax code.

Registration:Data Bank Account (Refunds)

The page shows the form for entering and modifying the user's Data Bank Account.

Data Bank Account (Refunds)	
Payment methods*	Bonifici europei con IBAN e senza
Nazione*	GERMANY
Bank*	
Bank Account Details	
IBAN*	
SWIFT*	
Numero conto corrente estero*	
Bank Account Holder*	
Italian Id. No. Bank Account Holder*	

Back

Forward

11. If you have an Extra-European bank account with an IBAN code, select “Bonifici extra europei con IBAN” and enter all the required information. In “Italian Id. No. Bank Account Holder” insert your italian tax code.

Registration:Data Bank Account (Refunds)

The page shows the form for entering and modifying the user's Data Bank Account.

Data Bank Account (Refunds)	
Payment methods*	Bonifici extra europei con IBAN
Nazione*	BRAZIL
Bank*	
Bank Account Details	
IBAN*	
SWIFT*	
Numero conto corrente estero*	
Bank Account Holder*	
Italian Id. No. Bank Account Holder*	

Back

Forward

12. If you have an Extra-European bank account without an IBAN code, select “Bonifici extra senza IBAN” and enter all the required information. In “Italian Id. No. Bank Account Holder” insert your italian tax code.

Registration:Data Bank Account (Refunds)

The page shows the form for entering and modifying the user's Data Bank Account.

Data Bank Account (Refunds)	
Payment methods*	Bonifici extra senza IBAN
Nazione*	UNITED STATES
Bank*	
Bank Account Details	
SWIFT*	
Numero conto corrente estero*	
Bank Account Holder*	
Italian Id. No. Bank Account Holder*	

Back

Forward

13. It is not possible to use the “Banca diretto presso Ente Tesoriere” payment method.

Registration:Data Bank Account (Refunds)

The page shows the form for entering and modifying the user's Data Bank Account.

Data Bank Account (Refunds)	
Payment methods*	Banca diretto presso Ente Tesoriere

Back

Forward