



UNIVERSITÀ DEGLI STUDI
DEL SANNIO Benevento

WELCOME TO UNISANNIO

Quick guide to tackling
the university journey

A.A. 2026–2027



Contents

Contents.....	2
Foreword.....	5
Useful terms	6
PART I - ACADEMIC PROGRAMS.....	8
1 - How the Italian University System works	9
Degree classes, program specifications and regulations.....	10
Access to degree programs	10
2. Studying at the University of Sannio	11
The International Dimension.....	11
Research, Laboratories and Postgraduate Studies.....	11
3. Departments and degree programs	12
3.1 - Department of Law, Economics, Management and Quantitative Methods (DEMM)	12
3.2 - Department of Engineering (DING)	12
3.3 - Department of Sciences and Technologies (DST).....	13
3.4 - Medicine and Surgery – Federico II replica course	14
3.5 – Double and Joint Degree Programs	14
PART II ADMINISTRATIVE PROCEDURES	17
Four rules to avoid mistakes	18
5 - Academic calendar and deadlines.....	19
5.1 - The main administrative windows.....	19
5.2 - Instalments and late-payment penalties	20
6 - How to enrol.....	21
6.1 - Documents and data to prepare	21
6.2 - Bachelor's degrees and single-cycle Master's degree	22
6.3 - Two-year Master's degrees.....	23
6.4 - International students and foreign qualifications.....	24
6.5 - Shortened program (abbreviazione di carriera) and recognition of credits	26
6.6 - Simultaneous enrolment in two programs and second qualification.....	27
7 - Registration for years after the first.....	28
7.1 - Who does not need to renew.....	28
7.2 - Reduced-fee registration for those who only have the final examination left	28
8 - Part-time registration	29
9 - Internal program transfers and option for the new program framework	30
10 - Transfers between universities	31
10.1 - Incoming transfer	31
10.2 - Outgoing transfer	31
11 - Interrupting your studies	32
11.1 - Suspension of studies (SOSPENSIONE).....	32

11.2 - Interruption of studies (INTERRUZIONE)	33
11.3 - Withdrawal from studies (RINUNCIA)	33
11.4 - Forfeiture of student status (DECADENZA)	34
12- Registration for single course units	35
12.1 - Who can register	35
12.2 - Procedure for 2026/2027	35
13. Merit-based measures: how to make the most of merit.....	36
13.1 - Fixed merit-based contributions on entry (INGRESSO)	37
13.2 - Merit incentives linked to credit progression (PROGRESSIONE).....	37
13.3 - Merit-based benefits for registration on professional Master's programs (POST-LAUREA).....	38
13.4 - How to access the measures	38
13.5 - Other forms of support for students	38
PART III UNIVERSITY TUITION FEES AND CONTRIBUTIONS.....	41
The four questions to ask yourself before paying	42
14 - University tuition fees and contributions	43
15 - Instalments and deadlines	44
16. Regional tax and ordinary contribution.....	45
16.1 - Regional tax for the right to university study.....	45
16.2 - Ordinary all-inclusive contribution	45
16.3 - Calculation examples	46
16.4 - International students	46
16.5 - Increases for student beyond the standard duration of the program registration.....	47
16.6 - Payments, late-payment penalty and other contributions	48
17. ISEEU for the right to university study	50
17.1 - Students whose household is resident in Italy	50
17.2 - EQUIVALENT UNIVERSITY ISEE (ISEEUP).....	50
17.3 - Common mistakes.....	51
18. No Tax Area	52
18.1 - Requirements for full exemption	52
18.2 - Reduced contribution beyond the first year “fuori Corso”	52
19. Exemptions, reductions and merit-based measures	54
19.1 - Full exemptions from the annual contribution.....	54
19.2 - Specific reductions and concessions.....	54
19.3 - Merit-based measures 2026/2027	55
19.4 - How to submit applications	55
20. Refunds.....	56
20.1 - Before requesting a refund.....	56
21. Checks and fee compliance.....	57
21.1 - Effects of non-compliance with fee obligations.....	57
21.2 - Compliance checklist.....	57
Appendix Single course units and additional costs	58

CFU contribution for single course units	58
Summary of administrative contributions.....	58
Sources, online services and contacts.....	59
Student Careers Unit	59
DEMM Academic Administrative Support.....	59
DING Academic Administrative Support	59
DST Academic Administrative Support	59

Foreword

This guide presents the academic programs offered by the University of Sannio, the admission requirements for its degree programs, the main administrative procedures, and the regulations governing tuition fees, exemptions, and fee reductions for the 2026/2027 academic year.

Whether you are enrolling in a degree program for the first time or continuing your studies, this guide will accompany you every step of the way: from choosing your program and understanding its admission requirements to meeting deadlines, making payments, and managing your academic record. It is written in clear, straightforward language, with concise explanations, definitions, tables, and important notices, and provides links to the University's digital services for completing online procedures.

The guide is organised into three sections: academic programs and the characteristics of each degree program; administrative procedures and the management of your academic record; and tuition fees, ISEE, exemptions, fee reductions, and merit-based benefits. The information is based on the University's official regulations for the 2026/2027 academic year, the individual program regulations, and the official UniSannio website, which remains the authoritative source in the event of updates.

To support students throughout their university journey, UniSannio offers a wide range of services, including guidance and tutoring, national and international mobility opportunities, library services, the Language Centre, financial aid and student support services, support for students with disabilities and Specific Learning Disorders (SLD), psychological counselling, sports facilities, career guidance and placement services, and digital tools for managing academic records.

PART I Academic programs and features of the degree programs	PART II Administrative procedures and management of your academic career	PART III Tuition fees, ISEE, exemptions, reductions and merit incentives
	Mind the deadlines. Meeting the deadlines is essential to keep your academic career in good standing. Procedures are valid only if you complete all the required steps and, where applicable, if you pay the amounts due. The information is published on the official UniSannio portal.	

Useful terms

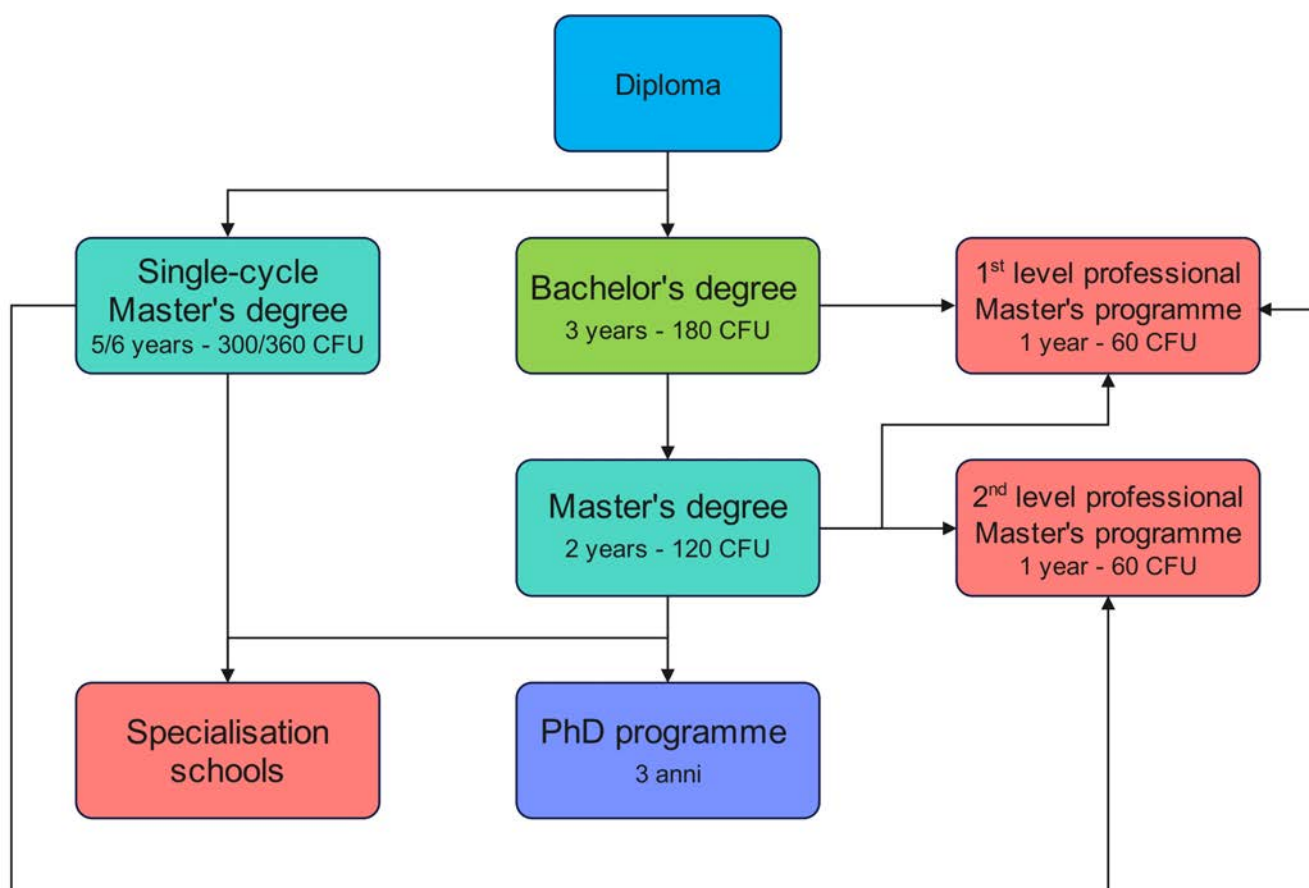
ADISURC	Regional body for the right to university study, responsible for scholarships, services and refunds of the regional tax.
CFU	The University Credit (CFU) measures the overall workload. One CFU normally corresponds to 25 hours; one year generally comprises 60 CFU.
Simultaneous enrolment on two programs	The possibility of enrolling in two-degree programs, within the limits laid down by Law No. 33/2022 and by the implementing decrees.
Annual all-inclusive contribution	Annual contribution amount, graduated according to the ISEEU, the type of degree program and your position in your academic career, excluding the regional tax and stamp duty.
Cohort	The group of students who first enrolled in the same academic year, to whom the corresponding program framework applies.
Open-access degree program	It does not involve a merit ranking list for admission. It may require an initial test that is compulsory and non-selective.
Program being phased out	A program that no longer admits new enrolments and continues, until its conclusion, for already registered students only.
Forfeiture of student status	Closure of the academic career when the conditions laid down by the Student Regulations are met.
ESSE3 / Students' Reserved Area	The University's online platform for enrolment, registration, payments, study plan, online academic record and examinations.
Fuori corso (beyond the standard duration)	The position of a student registered beyond the standard duration of the program; it affects contributions, the No Tax Area and surcharges.
Enrolment	It is the first registration on a university degree program.
Late-payment penalty	Additional amount due for the payment of instalments after the deadlines.
Interruption of studies	Failure to renew registration for at least two consecutive academic years, without having obtained a suspension.
EQUIVALENT UNIVERSITY ISEE (ISEEUP)	ISEE calculated by an authorised CAF for students whose family unit resides abroad, in place of the ISEEU.
ISEEU	Equivalent Economic Situation Indicator for benefits relating to the right to university study. It determines the amount of the contribution and access to concessions.
No Tax Area	Full exemption from the annual all-inclusive contribution for students whose ISEEU is within the applicable threshold and who meet the registration and merit requirements. The regional tax and stamp duty remain payable.
Restricted access	The program has a set number of places and involves a selection procedure governed by a call for applications.
OFA	Additional Learning Requirements assigned when the initial test reveals gaps to be made up.

PagoPA	The only permitted system for the payment of university tuition fees and contributions, accessible from the Students' Reserved Area.
Internal program transfer	Change of degree program within the University of Sannio.
Personal preparation	The adequacy of individual knowledge and skills which, together with the curricular requirements, is assessed for admission to Master's degree programs.
Curricular requirements	Credits and knowledge required for access to Master's degree programs.
Reinstatement (ricongiungimento / ricognizione)	Resumption of the academic career after an interruption, by paying the reinstatement fee for each year in which registration was not renewed.
Recognition of credits	Assessment of examinations and activities already completed with a view to their validation in the new academic career.
Registration renewal	It is the procedure by which you confirm your registration for the years after the first.
Withdrawal from studies	Act by which a student voluntarily and irrevocably closes their academic career.
SAD – Academic Administrative Support	The Department office responsible for access requirements, applications and the management of students' academic careers.
Suspension	Temporary interruption of the academic career in the cases provided for by the Regulations.
Regional tax	Tax for the right to university study payable to the regional body (ADISURC), determined by the ISEEU.
Part-time	A pathway with a reduced number of CFU per year and a longer agreed duration, up to a maximum of twice the standard duration of the degree program
TOLC / TOLC@CASA (CISIA)	CISIA online test used as an orientation test for access to open-access degree programs, also available in a home-based format (TOLC@CASA).
Transfer	Transfer of the academic career from one university to another.

PART I - ACADEMIC PROGRAMS

1 - How the Italian University System works

The Italian university system is organized into successive cycles of higher education, allowing students to progressively develop their knowledge, skills, independence, and professional profile throughout their academic journey.



General Overview of the Main University Study Pathways

Bachelor's Degree. This is the first cycle of university education. It normally lasts three years and requires the completion of 180 ECTS credits (CFU). Admission is open to applicants holding an upper secondary school diploma or an equivalent foreign qualification recognized as suitable. Upon successful completion, graduates are awarded a bachelor's degree and the Italian academic title of Dottore.

Master's Degree. This is the second cycle of university education. It normally lasts two years and requires the completion of 120 ECTS credits (CFU). Admission is open to holders of a bachelor's degree who meet the curricular requirements and any additional entry requirements established by the degree program. Upon successful completion, graduates are awarded a Master's degree and the Italian academic title of Dottore Magistrale.

Single-Cycle Master's Degree. This is an integrated program lasting five or six years, with direct admission from upper secondary school. At UniSannio, single-cycle programs include Law (five years) and the technological-track Medicine and Surgery program (six years), delivered by the University of Naples Federico II at the University of Sannio. Upon successful completion, graduates are awarded a Master's degree and the Italian academic title of Dottore Magistrale.

Professional Master's Programs. First-level Professional Master's programs are open to holders of a bachelor's degree, while second-level programs require a Master's degree or a Single-Cycle Master's degree. These programs provide advanced scientific, professional, and specialized training.

PhD Programs and Specialization Schools. These are postgraduate study pathways available after the completion of a Master's degree. PhD programs provide advanced research training leading to an academic or research career, while Specialization Schools offer advanced theoretical and practical training for specific regulated professions.

CFU

CFU in practice. One CFU normally corresponds to 25 hours of overall commitment, including lectures, tutorials, laboratory work, internships and individual study. CFU are acquired by passing the examinations or the other assessments required.

Degree classes, program specifications and regulations

A degree class groups together degree programs that share the same qualifying educational objectives. Degree programs with different titles may belong to the same degree class and award qualifications with the same legal status.

The program specification defines the educational objectives, curriculum structure, learning activities, and credit requirements of a degree program. The program regulations set out the admission requirements, program organization, examinations, internships or placements, recognition of prior learning and credits, and the requirements for the final examination.

The study plan is the set of educational activities that each student is required to complete to obtain the degree. The Course Catalogue provides detailed information on each course unit, including its syllabus, learning objectives, teaching staff, assessment methods, and other relevant information.

Access to degree programs

Type	What it means
Open access with orientation test	The test is compulsory but not selective. An insufficient result may lead to OFA. For 2026/2027 the tests may be taken by means of TOLC or TOLC@CASA, in accordance with the arrangements established by the Departments.
Restricted access	The number of places is limited. Access is subject to a selective test and to a merit ranking list governed by the call for applications.
Master's degree programs	Access is open. Before enrolling you must pass the verification of the curricular requirements and of personal preparation, in accordance with the program regulations of the respective degree programs



Note. For programs with restricted access, the provisions of the call for applications always prevail. For the other programs, the arrangements, timetables, any exemptions from the test and the criteria for assigning OFA are defined by the program regulations and by the Departments.

2. Studying at the University of Sannio

The University of Sannio is organized into three Departments, which are responsible for coordinating degree programs, research activities, laboratories, and student guidance. The University operates as an urban campus in the heart of Benevento, bringing together historic buildings, teaching facilities, and research laboratories within easy walking distance.

Guided by the motto *Casa dei Saperi, Officina di Futuro* ("A Home of Knowledge, A Workshop for the Future"), UniSannio combines student-centered teaching with internationally recognized research. Its compact size and urban campus foster close interaction between students and academic staff, easy access to laboratories and learning facilities, and strong links with the local community and business sector.

Each Department has its own distinctive academic profile. The Department of Law, Economics, Management and Quantitative Methods (DEMM) combines scientific and humanistic perspectives through a multidisciplinary approach in the fields of economics, business, law, and quantitative methods. The Department of Engineering (DING), recognized as a Department of Excellence for two consecutive five-year periods, brings together the fields of Civil and Environmental Engineering, Industrial Engineering, and Information Engineering, combining cutting-edge research with a broad range of degree programs. The Department of Science and Technology (DST) is the University's center for the Life and Earth Sciences, encompassing disciplines from Biology to Biotechnology, as well as Sport and Exercise Sciences.

The International Dimension

As a holder of the Erasmus Charter for Higher Education (2021–2027), the University participates in the Erasmus+ Program by offering study mobility periods (from 3 to 12 months) and traineeships (from 2 to 12 months), both fully recognized within students' study plans. These opportunities are complemented by Erasmus+ International Credit Mobility (KA171) with partner institutions outside the European Union and by participation in Blended Intensive Programs (BIPs).

The University's academic offer also includes a Master's degree taught entirely in English: Electronics Engineering for Automation and Sensing. International mobility activities are coordinated by the Internationalization and Mobility Unit (erasmus@unisannio.it).

Research, Laboratories and Postgraduate Studies

Teaching at UniSannio is closely integrated with research. The Departments cover a wide range of scientific disciplines and provide students with access to research laboratories and research groups throughout their studies.

After completing a Master's degree, graduates may continue their academic and professional development by enrolling in Professional Master's programs or PhD programs, depending on their interests and career goals.

For information on the services that support student life—including the library, guidance and tutoring, financial aid and student support services, disability and Specific Learning Disorders (SLD) services, sports facilities, and career guidance and placement—please refer to the chapter "Campuses and Essential Services."



Sites of the "Cubo" complex in Via dei Mulini and of the teaching hub in Via delle Puglie.

3. Departments and degree programs

3.1 - Department of Law, Economics, Management and Quantitative Methods (DEMM)

DEMM brings together education and research in the business, financial, statistical, legal and digital administration fields.

Bachelor's degree programs

BACHELOR'S DEGREE PROGRAMS

L-18 Business Administration

Italian On-campus Open access

L-18 Banking and Financial Economics

Italian On-campus Open access

L-16 Digital Administration Sciences

Italian Distance learning Open access

L-41 Statistics for Insurance and Finance

Italian On-campus Open access

Single-cycle Master's degree program

SINGLE-CYCLE MASTER'S DEGREE PROGRAM

LMG/01 Law

Italian On-campus Open access

i

Note. The Law and Economics pathway makes it possible, after obtaining the single-cycle Master's degree in Law (5 years), to enter directly the final year of the Master's degree program in Economics and Management (degree class LM-77 - Economics and Business Sciences) and to obtain that qualification as well with one further academic year.

Master's degree programs

MASTER'S DEGREE PROGRAMS

LM-77 Economics and Management

Italian On-campus Open access

LM-83 Statistical and Actuarial Sciences

Italian On-campus Open access

3.2 - Department of Engineering (DING)

DING develops programs in the civil, electronic, biomedical, energy and computer engineering fields, with strong integration between teaching, applied research and laboratories.

Bachelor's degree programs

BACHELOR'S DEGREE PROGRAMS

L-7 Civil Engineering

Italian On-campus Open access

L-8 Electronic and Biomedical Engineering

Italian On-campus Open access

L-9 Energy Engineering

Italian On-campus Open access

L-8 Computer Engineering

Italian On-campus Open access

Master's degree programs**MASTER'S DEGREE PROGRAMS****LM-29 Electronics Engineering for Automation and Sensing**

English On-campus Open access with B2 English entry requirement

LM-21 Biomedical Engineering

Italian On-campus Open access

*Inter-university with the University of Molise and the University of Cassino and Southern Lazio***LM-23 Civil Engineering**

Italian On-campus Open access

LM-30 Energy Engineering

Italian On-campus Open access

LM-32 Computer Engineering

Italian On-campus Open access

3.3 - Department of Sciences and Technologies (DST)

DST offers programs in the biological, biotechnological, geological and exercise sciences fields, making full use of experimental, laboratory, field and internship activities.

Bachelor's degree programs**BACHELOR'S DEGREE PROGRAMS****L-2 Biotechnology**

Italian On-campus Open access

L-13 Biological Sciences

Italian On-campus Open access

L-34 Geological Sciences

Italian On-campus Open access

L-22 Exercise Sciences for Sport and Health

Italian On-campus Restricted access (local)

Master's degree programs**MASTER'S DEGREE PROGRAMS****LM-6 Biology**

Italian On-campus Open access

LM-9 Biotechnology for Health

Italian On-campus Open access

LM-74 Geotechnologies for Resources, the Environment and Risks

Italian On-campus Open access

3.4 - Medicine and Surgery – Federico II replica course**Single-cycle Master's degree program****SINGLE-CYCLE MASTER'S DEGREE PROGRAM****LM-41 Medicine and Surgery with a Technological focus – Federico II Replica Course**

Italian Replica course Filter semester Program of the University of Naples Federico II hosted at the Benevento campus.



Always check for updates. Admission to Medicine and Surgery follows the national rules in force and the information published in the "Semestre Filtro Medicina 2026/2027" section.

3.5 – Double and Joint Degree Programs

Through agreements with Italian and international partner Universities, some degree programs offer the opportunity to obtain more than one academic qualification.

A distinction is made between **double (or multiple) degree programs**, under which students are awarded two or more separate qualifications, each issued by one of the partner institutions, and **joint degree programs**, which lead to a single qualification awarded jointly by all the participating universities.

These programs are based on a jointly designed study plan and normally include a period of study abroad. Admission is subject to a competitive call for applications and a selection procedure.

UniSannio offers several Double Degree opportunities, enabling students to obtain qualifications recognized both in Italy and internationally. Details of the available programs and current calls for applications can be found on the UniSannio website in the sections dedicated to internationalization and to the individual degree programs.

4. Campuses and Essential Services

UniSannio is an urban campus spread across the historic Centre of Benevento. Its main teaching facilities are located in **Via delle Puglie**, **Via dei Mulini**, the **Convitto Nazionale "P. Giannone"**, and the **Sant'Agostino Complex**.

The University's administrative offices are housed in **Palazzo San Domenico**, **Palazzo De Simone**, **Palazzo Bosco Lucarelli**, and the **Ex ENEL Building**. Additional University facilities include the **S'ADIM Museum**, the **former Battistine Complex**, the **San Pasquale Complex**, the **former Conventual Complex of San Vittorino**, and **LinC – Civil Engineering Laboratory**.

For a complete and up-to-date list of University locations and facilities, please visit the dedicated section of the UniSannio website

Library Catalogues, electronic resources, seat booking with Affluences, MLOL digital lending, accessible texts and anti-plagiarism software.	Language Centre Language training, placement tests, certifications and support for international mobility.
Guidance and tutoring Initiatives for incoming, current and outgoing students, tutoring and support in choosing and continuing your studies.	Right to university study Exemptions, reductions, scholarships and financial support measures, accommodation, catering and dedicated contributions.
Disability and DSA Services, support and personalised measures to promote accessibility, inclusion and participation in university life.	Psychological well-being Listening and counselling services for the student community.
Sport and well-being Sports activities, PalaUniSannio and the Dual Career pathway for those who obtain UniSannio Athlete status.	Placement Internships, careers guidance and initiatives bringing students together with public bodies, companies and professionals.

Digital services you should know about

ESSE3 Enrolment, registration, payments, study plan, online academic record and examinations.	Course Catalogue Course offering, course units and syllabuses.
Institutional e-mail Official channel for notices and communications.	Handy UniSannio Services and tools for the student community.
Service booking Access to counters and services by appointment.	Today's classes / Free classrooms Quick check of classes and availability of spaces.
Arechi The University's virtual assistant.	UniSannio Ascolta A channel for listening to and engaging with the community.

In addition to its locations and essential services, the University provides financial concessions, a structured academic calendar and digital tools that support students throughout their studies.

Financial Aid and ADISURC Benefits

Scholarships, student accommodation, and canteen services are provided by ADISURC (Azienda per il Diritto allo Studio Universitario della Regione Campania) through an annual call for applications based on income (ISEEU) and academic merit.

Students who are awarded an ADISURC scholarship, or who are declared eligible to receive one, are also entitled to fully exemption from the University's all-inclusive tuition fee.

The University complements ADISURC benefits with additional forms of support, including a housing allowance and a transport voucher for students living away from home, as well as a psychological support voucher.

Students may also apply for part-time collaboration schemes (up to 150 hours), provided for by Legislative Decree No. 68/2012. These paid positions support University services such as libraries, student guidance, front-office services, and laboratories. They are awarded through a competitive call for applications and are reserved for students who meet the required income and academic merit criteria.

Further information and application procedures are available from the Right to University Study Unit (ufficio.dirittoallostudio@unisannio.it).

Academic Calendar and Examinations

Teaching is organized into two semesters. The dates of teaching periods, examination sessions, and academic breaks are published each year in the Academic Calendar available on the Departments' webpages.

Information on course units, timetables, and syllabuses is available through the Course Catalogue.

To take an examination, students must register for the relevant examination session through the Reserved Area (ESSE3), in accordance with their study plan and any prerequisite requirements. Examination results can only be recorded electronically for students who have completed the online registration procedure.

Accounts and Digital Services

Upon enrolment, students receive their credentials for the Reserved Area (ESSE3) together with an institutional email account (name.surname@studenti.unisannio.it), which provides access to the University's digital services.

Students can also access the University's Wi-Fi network and the international eduroam network using their institutional credentials. Additional digital services include the MyUniSannio and UNISANNIO Comunica mobile apps, online service booking, the digital library, and software made available for teaching and learning.

For technical support, please contact the IT Applications Unit (applicativi.informatici@unisannio.it).

Useful Contacts

The following pages provide the main contact details for the University offices responsible for student administration and support services.

Service	Contact
Academic Administrative Support (SAD) – DEMM	sad.demm@unisannio.it
Academic Administrative Support (SAD) – DING	sad.ding@unisannio.it
Academic Administrative Support (SAD) – DST	sad.dst@unisannio.it
Online services / Reserved Area (support)	applicativi.informatici@unisannio.it
Right to university study	ufficio.dirittoallostudio@unisannio.it
International mobility / Erasmus	erasmus@unisannio.it
University portal	www.unisannio.it

Find out more online

Degree programs

<https://www.unisannio.it/en/didattica/corsi-di-studio/corsi-di-laurea>

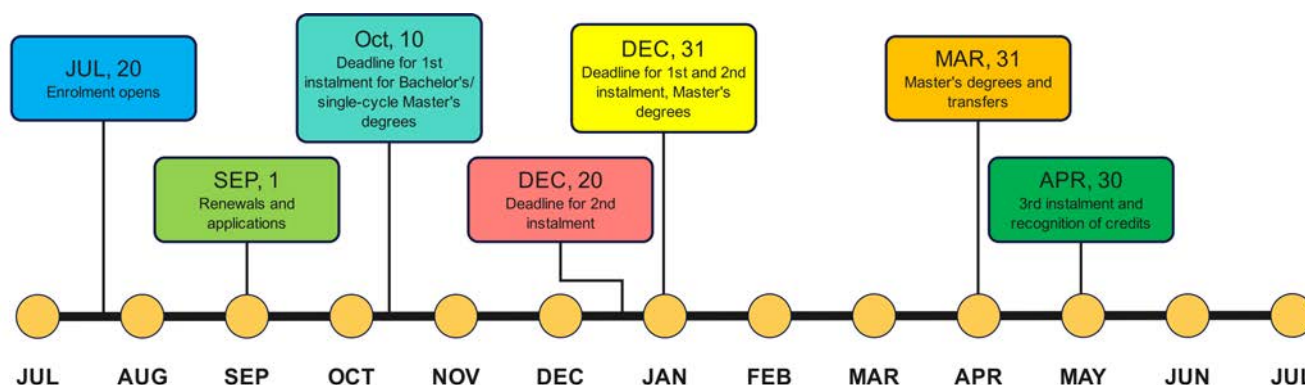
PART II | ADMINISTRATIVE PROCEDURES

Four rules to avoid mistakes

1. Check the program page Regulations, tests, requirements, calls for applications and calendars may vary between degree programs.	2. Use ESSE3 Enrolment, registration renewal, payments and many applications are managed from the Students' Reserved Area.
3. Follow the sequence First the application, then any exemptions and finally the payment. Paying early may make recalculation more complicated.	4. Read your institutional e-mail Communications concerning your academic career are sent to your mailbox in the studenti.unisannio.it domain.
	Mind the deadlines. The deadlines given here derive from the provisions approved for academic year 2026/2027. In the case of restricted-access programs, international procedures or specific calls for applications, the deadlines indicated in the relevant notice always prevail.

5 - Academic calendar and deadlines

Procedures relating to your academic career are mainly carried out online. After the ordinary deadlines, late-payment penalties may be applied or, in the cases expressly provided for, the procedure may no longer be permitted.



When your registration is valid. Enrolment or registration renewal is valid only if you pay the regional tax for the right to university study, the stamp duty and the first instalment of the annual all-inclusive contribution, where due. If even one payment is missing, you are not considered duly registered.

5.1 - The main administrative windows

Procedure	Ordinary deadline	Note
Enrolment for bachelor's degrees and Law	20 July - 10 October 2026	After the deadline: progressive late-payment penalty
Master's degrees - qualification obtained by 31/12/2026	20 July - 31 December 2026	Until 31 March 2027 with a € 100 late-payment penalty
Master's degrees - qualification obtained from 01/01/2027	By 31 March 2027	Final deadline for completing registration
Renewal for years after the first for all degree programs (Bachelor's, single-cycle Master's and Master's)	1 September - 10 October 2026	After the deadline: progressive late-payment penalty
Second qualification - Bachelor's degrees and single-cycle	20 July - 10 October 2026	Same late-payment penalties as for enrolment
Incoming transfer	1 August 2026 - 31 March 2027	With payment of the amounts due
Outgoing transfer	1 September - 16 December 2026	Regular administrative status
Internal program transfer / option for the new program framework	1 October - 16 December 2026	After registration renewal
Single course units	1 September 2026 - 31 July 2027	Specific contribution
Recognition of credits / study plan	1 September 2026 - 30 April 2027	After 2026/2027 registration
Simultaneous enrolment in two programs / part-time	1 September - 16 December 2026	For Master's degree first year: until 31 December
Suspension of studies	1 September - 16 December 2026	Documented application
Graduation application	At least 30 days before the graduation session	Exception: at least 15 days and extraordinary contribution

5.2 - Instalments and late-payment penalties

Bachelor's degrees, single-cycle Master's degree and subsequent years

Instalment	Deadline	Late-payment penalty
First instalment	by 10 October 2026	11 October-20 December 2026: € 50; 21-31 December 2026: € 100; from 1 January 2027: € 200
Second instalment	by 20 December 2026	21-31 December 2026: € 50; from 1 January 2027: € 200
Third instalment	by 30 April 2027	from 1 May 2027: € 50

Master's degrees

Case	Deadline	Late-payment penalty / warning
Qualification obtained by 31/12/2026 - first instalment	by 31 December 2026	1 January-31 March 2027: € 100
Qualification obtained by 31/12/2026 - second instalment	by 31 December 2026	from 1 January 2027: € 100
Third instalment	by 30 April 2027	from 1 May 2027: € 50
Qualification obtained from 01/01/2027 – first and second instalments	to be completed by 31 March 2027	After the deadline, registration is not permitted



ISEEU and calendar year. The University ISEE (ISEEU) must be valid in the year in which enrolment or renewal is completed. If you complete the procedure in 2026, you need an ISEEU expiring on 31/12/2026; if you complete it in 2027, you need a 2027 ISEEU expiring on 31/12/2027.

6 - How to enrol

Enrolment is the first registration on a degree program. The procedure is digital, but it requires a precise sequence: checking the access arrangements, registering, obtaining the ISEEU where applicable, completing the application and paying.



- 1. SCEGLI IL CORSO-** Choose your degree program and consult the program regulations, checking requirements, access arrangements and the calendar.
- 2. VERIFICA ACCESSO E TEST-** Sit the orientation test or undergo the required selection procedure; for Master's degrees request in advance the assessment of your curricular requirements and personal preparation.
- 3. RICHIEDI ISEE-** Apply for a valid University ISEE if you want contributions calculated in line with your financial situation. The University ISEE is obtained directly from INPS, subject to your online consent.
- 4. REGISTRATI IN ESSE3-** Register in the ESSE3 Students' Reserved Area. If you have already had a UniSannio academic career, retrieve your credentials and do not create a new personal record.
- 5. COMPILA LA DOMANDA-** Complete the online application, check the data and upload the required documentation.
- 6. PRESENTA EVENTUALI ESONERI-** Before paying, submit any applications for full exemption that require assessment by the office.
- 7. PAGA CON PAGOPA-** Pay the amounts available in the "Segreteria - Pagamenti" section exclusively via PagoPA.
- 8. CONTROLLA MATRICOLA ED E-MAIL-** Check that your student number has been assigned, activate your institutional e-mail and check that your academic career is correct.

6.1 - Documents and data to prepare

Identity and contact details Valid identity document, tax code, address and personal contact details.	Entry qualification Details of your diploma or degree; for foreign qualifications, the documentation required by the international procedure.
Financial situation University ISEE or EQUIVALENT UNIVERSITY ISEE (ISEEUP), where applicable.	Access to the program TOLC/test result, any exemption, clearance or admission opinion for the Master's degree.
<i>i</i>	
You can start attending classes. UniSannio allows you to start attending lectures according to the departmental calendars even while the enrolment procedure is still in progress. However, attendance does not replace completion of your registration.	

Find out more online: [UniSannio Enrolment](#)

6.2 - Bachelor's degrees and single-cycle Master's degree

Open access programs

- The orientation test is compulsory but **not selective**, except in the cases of exemption provided for in the regulations of the individual degree programs.
- The test may be taken through **CISIA's TOLC** or **TOLC@CASA**, in accordance with the procedures and timetable published by the relevant Department.
- An insufficient score does not necessarily prevent enrolment but results in the assignment of **Additional Learning Requirements (OFA)**.
- Additional Learning Requirements (OFA) must be fulfilled in accordance with the procedures and within the deadlines established by the relevant degree program and, in any case, no later than the end of the first year of study.
- For the 2026/2027 academic year, students who enrol may transfer only to degree programs for which the same TOLC test they have already taken is recognised as valid, unless otherwise provided by the relevant Department.



Open access does not mean no assessment. Always check the degree program page: tests, exemptions, thresholds and arrangements for making up OFA may change depending on the disciplinary area.

Restricted-access programs

- Admission is subject to a selection test or procedure, a merit-based ranking list, and the number of places available.
- The call for applications specifies the admission requirements, required documents, deadlines, selection procedures, assessment criteria, any further admissions from the ranking list, and enrolment deadlines.
- For internal program changes and transfers to a restricted-access degree program, students must comply with the relevant call for applications and obtain any required admission approval or clearance.
- For the Medicine and Surgery program, the national regulations governing the open/filter semester and the specific calls published by the University apply.



The call for applications prevails. For restricted-access programs, missing the deadline indicated in the call for applications may result in the loss of your place in the merit ranking list.

6.3 - Master's degrees

1. Registration for a Master's degree is not automatic: the degree program must verify that applicants meet the curricular requirements and the personal preparation requirements established by the relevant program regulations.
2. Access the **Students' Reserved Area** and register, if you are not already included in the UniSannio databases.
3. Consult the program guidelines and complete the requirements assessment form provided by the relevant Department.
4. Attach a self-declaration of your qualification and examinations completed, including CFU credits and grades, together with a copy of your identity document.
5. Submit your request to the relevant Academic Administrative Support Office and wait for the outcome of the assessment.
6. Once admission has been approved, complete the online enrolment procedure and pay the required amounts by the deadline corresponding to the date on which you obtained your bachelor's degree.

Qualification obtained by 31 December 2026 Registration from 20 July to 31 December 2026. From 1 January to 31 March 2027, a late-payment penalty of € 100 applies to the first instalment and €100 to the second instalment.	Qualification obtained from 1 January 2027 You must complete registration by 31 March 2027. After this date it is no longer possible.
	Qualification from UniSannio If you obtained your bachelor's degree at UniSannio, you can download the self-declaration from the "Segreteria - Autocertificazioni carriera/esami" section of ESSE3. ISEEU Always remember to apply for a valid University ISEE (ISEEU), if you want your contribution to be calculated according to your financial situation.

Find out more online: [Registration for Master's degrees](#)

6.4 - International students and foreign qualifications

The procedures depend on your citizenship, your place of residence, your entry qualification and whether a visa is required. All persons with a foreign qualification must follow the annual MUR procedures and the UniSannio instructions.

EU citizens, non-EU citizens legally residing in Italy and Italian citizens with a foreign qualification

- As a rule, they may enrol under the same conditions as Italian citizens.
- They must comply with the access rules for the program and submit the documentation needed to assess the qualification obtained abroad.
- The documentation must be complete, authentic and in line with the instructions of the University and of MUR.

Non-EU citizens residing abroad



- **UNIVERSITY**- The pre-application on the UNIVERSITY portal must be submitted within the period established each year by MUR.
- **UNISANNIO**- UniSannio checks and validates the application; the file is then forwarded to the designated diplomatic or consular mission.
- **AMBASCIATA/CONSOLATO**- Issuing the visa is the responsibility of the EMBASSY/CONSULATE and is not guaranteed by validation from the University.
- **ESSE3**- After validation and any tests, the student completes registration in ESSE3, the application and the payment.
- **PAGOPA**- After arriving in Italy, they must comply with the obligations concerning residence permits and submit the additional documents requested.



Validation is not final admission. Validation on UNIVERSITY does not guarantee that a visa will be issued and does not replace the check on requirements, passing the required tests or completing your enrolment.

Language, documents and financial situation

Language proficiency

- For programs taught in Italian, a check of B2-level language proficiency may be required.
- Recognised certificates or specific personal circumstances may lead to exemption, in accordance with the annual procedures.
- For programs taught in English, the language requirements set out in the degree program regulations apply.

Entry qualification obtained abroad

- The qualification must give access to a similar university pathway in the system in which it was obtained.
- You may be asked for a transcript of examinations, syllabuses, translations, legalisation or apostille and statements of comparability/verification (CIMEA).
- Submitting the documents alone does not entail automatic recognition of the qualification or of the credits.

EQUIVALENT UNIVERSITY ISEE (ISEEUP) and concessions

- International students and Italian students whose family unit resides abroad must apply for the EQUIVALENT UNIVERSITY ISEE (ISEEUP) at an authorised CAF centre and submit it to the offices.
- Students from the low human development countries identified by Ministerial Decree No. 176/2026 may apply for the exemption provided for, before paying the first instalment.
- Any benefits provided for under agreements, government scholarships or internationalisation programs must be documented.

Find out more online: [UniSannio international students](#)

6.5 - Shortened program (abbreviazione di carriera) and recognition of credits

You can apply for recognition of learning activities already completed in a previous academic career, at another university, as single course units, after withdrawal from studies or forfeiture of student status, or as part of educational and professional experience that can be assessed.

What to do	When	Who decides
Enrol or renew your registration for the program of your choice	Within the period set for your type of registration	The relevant SAD office checks that your administrative position is in order
Submit the application with a self-declaration, syllabuses and any useful documentation	1 September 2026 - 30 April 2027	Degree Program Board
Wait for the decision on CFU, year of admission, cohort and study plan	Timescales of the academic procedure	Degree Program Board

- You can submit the application only after enrolment or renewal, and only if your payments are up to date.
- Recognition may be full or partial and may require supplementary work.
- The mark recognised and its placement in the study plan depend on the rules of the degree program.



Recognition is not automatic. The academic structure assesses content, disciplinary fields, CFU, marks and learning objectives. An indicative assessment made before registration does not replace the official decision.

Find out more online: [Recognition of CFU](#)

6.6- Simultaneous enrolment in two programs and second qualification

Simultaneous enrolment in two pathways

- Law No. 33/2022 and the subsequent implementing ministerial decrees allow, under the conditions established by law, simultaneous enrolment in two-degree programs. An application must be submitted each academic year.
- The two Bachelor's or Master's degree programs must belong to different degree classes and must differ in at least two thirds of their educational activities.
- If one of the programs requires compulsory attendance, the other program must not require compulsory attendance, except for laboratory activities and internships.
- Students must hold the required entry qualifications and comply with the admission requirements of both degree programs.
- The UniSannio application must be submitted between 1 September and 16 December 2026. For students enrolling in the first year of a two-year Master's degree program, the deadline is 31 December 2026, or 31 March 2027 for students who obtain their Bachelor's degree between 1 January and 31 March 2027.
- Any changes to, or termination of, the other academic career must be promptly reported.

Enrolment for the Purpose of Obtaining a Second Degree Qualification

- For Bachelor's degree programs and the Law single-cycle Master's degree program, the relevant admission procedures and enrolment deadlines apply.
- For Master's degree programs, students must first obtain confirmation that they meet the required curricular requirements.
- Applications for recognition of previous studies may be submitted after completion of enrolment.
- For restricted-access degree programs, the provisions set out in the relevant call for applications apply.

Bachelor's degrees and single-cycle programs

20 July - 10 October 2026; after the deadline, the late-payment penalties for enrolment apply.

Master's degrees

31 December 2026 if the qualification is obtained by the end of the year; 31 March 2027 if obtained from 1 January.

Find out more online: [Simultaneous enrolment](#)

7 - Registration for years after the first

1. Apply for a valid University ISEE, if you want your contribution to be calculated according to your financial situation.
2. Log in to ESSE3 from 1 September 2026 and check your personal details, your academic career and your payment status.
3. From the “Segreteria” menu, select “Iscrizioni” and start the renewal for the 2026/2027 academic year.
4. Give your consent for the ISEEU to be retrieved and wait for the first instalment to be calculated.
5. Submit any applications for full exemption before payment, where applicable.
6. Pay the regional tax, the stamp duty and the first instalment via PagoPA by 10 October 2026.



Academic career formalities. If your payments and obligations are not up to date, you will not be able to book examinations or have them recorded, to submit applications or to obtain certificates.

7.1 - Who does not need to renew

- Those who intend to transfer to another university.
- Those who intend to suspend or interrupt their studies for the new academic year.
- Those who expect to obtain their qualification by 30 April 2027, the end of the 2025/2026 academic year.

7.2 - Reduced-fee registration for those who only have the final examination left

If by 30 April 2027 you have completed all your examinations, your internship and any other activities and only the final examination is left, you can submit the application before paying the first instalment. The concession is granted for one academic year only and involves a single contribution of € 200,00, plus the regional tax and stamp duty, with no late-payment penalty.



The application first, then the payment. You must request the reduced-fee registration when you renew, before paying the standard amounts.

Find out more online: [Registration for subsequent years](#)

8 - Part-time registration

Part-time study regime

The part-time regime is designed for students who cannot take on the normal annual study load. It allows courses to be spread over a longer period, with a reduced number of CFU per year.

- **Who can apply:** students within the standard duration, at enrolment or at registration renewal. **It is not available to fuori corso students.**
- **Study plan:** it may be predefined by the degree program or personalised, in compliance with course prerequisites. It must indicate the duration, the annual CFU and the attendance arrangements (if compulsory).
- **Duration:** up to a maximum of twice the normal duration of the program.
- **Approval:** the plan is approved by the Degree Program Board and part-time student status is recorded in your academic career.
- **Switching to full-time:** this is not allowed, except in the cases provided for in the regulations.
- **Administrative effects:** the legal duration of the program remains unchanged for legal purposes; certificates state both the normal duration and the agreed one.
- **Deadlines for the 2026/2027 academic year:** application from **1 September to 16 December 2026**; for students registered for the **first year of two-year Master's degrees**, until **31 December 2026**.
- **Important:** failure to complete the agreed pathway may result in the **retroactive reconstruction of the academic career as full-time**.



Reduction in contributions. The annual all-inclusive contribution, excluding the regional tax and stamp duty and taking the No Tax Area into account, is reduced by 30%. The full financial rules are set out in Part III.

Find out more online: [Part-time registration](#)

9 - Internal program transfers and option for the new program framework

Procedure	Period	Main conditions
Transfer from one UniSannio program to another	1 October - 16 December 2026	Renewal already completed; access to the destination program. Assessment by the academic structure and new study plan
Option for the new program framework	1 October - 16 December 2026	Registration renewal already completed; assessment by the teaching structure and new study plan

- For restricted-access programs, the admission provided for in the call for applications is required.
- The Board of the receiving degree program assesses the examinations and determines the CFU recognised, the year, the cohort and the study plan.
- Students first enrolled in 2026/2027 may only transfer to programs for which the same test already taken is valid, unless departmental provisions state otherwise.
- Where Additional Learning Requirements (OFA) or specific requirements apply, requirements to be fulfilled in the new program may be assigned.
- From the submission of the application onwards, no further examinations may be taken in the original academic career, in accordance with the applicable regulations.



Assess your position before transferring Ask the receiving degree program for an indicative assessment of your examinations. The final decision nevertheless rests with the Degree Program Board after the application has been submitted.

10 - Transfers between universities

10.1 - Incoming transfer

- The procedure is open from 1 August 2026 to 31 March 2027.
- Before applying for a transfer, check the access arrangements, whether access is restricted and the possibility of having your examinations recognised.
- You can use the UniSannio form to obtain an informal, indicative assessment of your previous academic career.
- Complete the procedure and pay the regional tax for the right to university study, the stamp duty and the first instalment, where due: if even one payment is missing, the transfer is not valid.
- The Degree Program Board assesses the academic career sent by the university of origin and decides on the CFU, the year of registration and the study plan.

Find out more online: [Incoming transfer](#)

10.2 - Outgoing transfer

- The application is submitted from 1 September to 16 December 2026.
- You do not need to renew your registration for 2026/2027 if you intend to transfer.
- You must be compliant with tuition fees and contributions and pay the contribution due.
- From the moment of submission, you may no longer carry out any academic career transactions at UniSannio.
- It is your responsibility to check the deadlines, requirements and restrictions of the receiving university.

Before transferring in Check the program, ask for the indicative assessment and start the transfer at your university of origin.	Before transferring out Contact the receiving university and make sure that the procedure and any clearance certificates are still open.
	Final recognition. The preliminary assessment is not binding on the degree program: official recognition is determined by the Board of the receiving degree program.

Find out more online: [Outgoing transfer](#)

11 - Interrupting your studies



11.1 - Suspension of studies (SOSPENSIONE)

- The documented application is submitted from 1 September to 16 December 2026 and is reserved for students who are compliant with tuition fees and contributions.
- It is available, among other cases, for studies at academies, military institutes or foreign universities; registration on a specialisation, Master's or PhD program; serious and prolonged illness; maternity, the year of birth of each child.
- The suspension is granted for the whole academic year and, where it lasts more than one year, it must be renewed annually.
- During the suspension no academic career transactions may be carried out, no tuition fees and contributions are due and the time limits for forfeiture of student status are suspended.
- Once approved, the application cannot be revoked during the academic year.



Online procedure. The application can be submitted in ESSE3: Menu → Carriera → Domanda di sospensione carriera. You must state the reason and attach the required documentation.

Find out more online: [Suspension](#)

11.2 - Interruption of studies (INTERRUZIONE)

An interruption occurs, in practice, when you do not renew your registration for at least two consecutive academic years without having obtained a suspension. During the interruption you cannot carry out any academic career transactions.

- To resume your studies, if you have not already forfeited your student status, you must apply for reinstatement.
- The reinstatement fee is due for each year of interruption, and any previous debts must be settled.
- The period of interruption is counted for the purposes of forfeiture of student status.
- After reinstatement, examinations may be taken from the first available session of the year for which the renewal was made.

Find out more online: [Suspension and reinstatement](#)

11.3 - Withdrawal from studies (RINUNCIA)

- It can be submitted at any time and is irrevocable and unconditional.
- From submission onwards, it is no longer possible to carry out academic career transactions or use teaching services, except to request certificates.
- If you have taken examinations in years for which amounts are outstanding, you must settle your position within 10 days of the application, failing which the examinations concerned will be annulled.
- Amounts already paid are not refundable.
- After withdrawing you can enrol again and apply for recognition of your previous studies.



Choose carefully. Suspension, interruption and withdrawal have very different effects. Before submitting your application, check with the Student Registry Office which arrangement matches your situation.

Find out more online: [Withdrawal](#)

11.4 - Forfeiture of student status (DECADENZA)

- Failure to renew registration for three consecutive academic years, or failure to pay tuition fees and contributions.
- Even where registration is renewed, no examination, assessment test or CFU obtained for five consecutive academic years, starting from the last examination.
- Periods of suspension are not counted; periods of interruption, on the other hand, do count towards the calculation.
- The count is reset if you carry out an academic career transaction (for example, if you sit an examination) or if you apply for an internal program transfer or for the new program framework.
- Students who have completed all their examinations and only have the internship or work placement and/or the final examination outstanding do not forfeit their student status.
- Forfeiture takes effect from 1 November of the academic year following the one in which the conditions were met.



The nature of forfeiture. Forfeiture takes effect automatically when the conditions laid down in the Regulations are met. The University's act does not bring it about: it merely records a situation that has already occurred.

Examinations and fee position

Students who have forfeited their student status do not have to pay the outstanding amounts, except for those relating to the years in which they took examinations. In that case, the position must be settled within 7 days of notification by the office; otherwise, the examinations concerned may be annulled.

Resuming your studies

Students who have forfeited their student status or withdrawn may enrol again on the same or another program and apply for a shortened program (abbreviazione di carriera). The examinations remain recorded in your past academic career, but their recognition depends on the assessment of the Degree Program Board and on consistency with the current program framework.

12- Registration for single course units

Single course units allow you to attend one or more course units and sit the related examinations without being registered on a full degree program. They can be useful for acquiring curricular requirements, updating your skills or taking part in public competitions.

12.1 - Who can register

- If you hold an upper secondary school diploma or an academic qualification, you may attend one or more single course units offered by the University for one academic year — for curricular or public competition purposes, or simply for updating and training purposes.
- You cannot be registered at the same time for single course units and on a degree program (at this or another university), unless: the two registrations relate to different academic years; or, within the same academic year, they take place in different periods and do not overlap in time.
- Simultaneous registration for single course units and on a degree program at one of the Higher Institutes of Musical and Choreutic Studies is, however, permitted, as set out in the Student Regulations.
- You can register for a maximum of three course units per academic year. There are, however, no limits for graduates who need to acquire CFU to access Master's degree programs, specialisation schools or public competition procedures.

12.2 - Procedure for 2026/2027

1. Contact the Department's Academic Administrative Support (SAD) to check the course unit, CFU, teaching period and examination sessions.
 2. Register in the Students' Reserved Area, unless you are already recorded in the UniSannio databases.
 3. Send the registration form and your identity document to ufficio.protocollo@unisannio.it, stating "Iscrizione a corsi singoli" in the subject line.
 4. Wait for confirmation of your pre-registration and for the charge to be generated.
 5. Pay via PagoPA from the "Segreteria - Pagamenti" section.
- The window runs from 1 September 2026 to 31 July 2027.
 - You can register for up to a maximum of three course units per academic year; the limit does not apply to graduates acquiring CFU for specific access or public competition purposes.
 - Examinations must be taken by the end of the academic year, including the extraordinary sessions.
 - The CFU may subsequently be recognised by the relevant degree program, following assessment.



Avoid simultaneous registration that is not permitted.

As a rule, it is not possible to be registered at the same time for single course units and on a university degree program, except in the cases provided for in the UniSannio Student Regulations.

Find out more online: [Enrolment for single course units](#)

13. Merit-based measures: how to make the most of merit

For the 2026/2027 academic year, UniSannio combines the ordinary fee concessions with a system of merit-based measures aimed at students who enter the University with high results, progress regularly in their studies or continue their education after graduation. This Part II sets out the essential conditions and procedures for accessing the benefits; the general rules on tuition fees, exemptions and reductions are covered in more detail in Part III.



Merit is not only a result: it is a path that UniSannio supports from entry through to postgraduate education.



Benefits subject to a call for applications. The measures are not awarded automatically: they are granted only after the publication of a specific call for applications and only if you complete your enrolment or registration by the deadlines set by the University.

TRE PERCORSI PER VALORIZZARE IL MERITO



13.1 - Fixed merit-based contributions on entry (INGRESSO)

The fixed contributions are intended for first enrolments on bachelor's degree and single-cycle Master's degree programs and for first registrations on two-year Master's degree programs. The University ISEE must not exceed € 65.000,00.

Eligible students	Merit requirements	Additional requirement	Contribution
First enrolment on a Bachelor's degree or single-cycle Master's degree	Diploma with a mark of at least 98/100	None	€ 200,00
First enrolment on a Bachelor's degree or single-cycle Master's degree	Diploma with a mark of at least 98/100	Residence in a municipality at least 50 km from the location of the program	€ 1.000,00
First registration on a two-year Master's degree	Entry qualification obtained within the standard duration with a mark of at least 105/110	None	€ 200,00
First registration on a two-year Master's degree	Entry qualification obtained within the standard duration with a mark of at least 105/110	Residence in a municipality at least 50 km from the location of the program	€ 1.000,00

- The distance is determined according to the ACI tables of road distances between municipalities.
- The € 1.000,00 contribution absorbs the € 200,00 one: the two measures cannot be combined.
- The contributions are not granted where there is simultaneous enrolment in two-degree programs, including at different universities.
- If the double enrolment comes to light after payment, the benefit is forfeited and the amounts must be repaid.
- The measures are also available to international students and to those holding a foreign qualification deemed suitable. The mark of the foreign diploma is converted into hundredths according to the applicable ministerial criteria.



Check the distance straight away. For the € 1.000,00 measure, check the distance between your municipality of residence and the location of the degree program before applying, according to the ACI tables indicated in the call for applications.

13.2 - Merit incentives linked to credit progression (PROGRESSIONE)

On registration renewal, a reduction equal to 20% of the annual all-inclusive contribution due, net of the regional tax and the stamp duty, is granted regardless of the University ISEE value, where the CFU thresholds shown below have been reached.

Type of program	Registration renewal	CFU required
Bachelor's degree	2nd year of the program	40 CFU
Bachelor's degree	3rd year of the program	80 CFU
Bachelor's degree	1st year fuori corso	120 CFU
Two-year Master's degree	2nd year of the program	40 CFU
Two-year Master's degree	1st year fuori corso	80 CFU
Single-cycle Master's degree	2nd year of the program	40 CFU
Single-cycle Master's degree	3rd year of the program	80 CFU
Single-cycle Master's degree	4th year of the program	120 CFU
Single-cycle Master's degree	5th year of the program	160 CFU

Type of program	Registration renewal	CFU required
Single-cycle Master's degree	1st year fuori corso	200 CFU
10 August 2026		Reference date: 10 August 2026. The CFU must have been obtained by this date to register for the 2026/2027 academic year.

- The merit incentive is calculated exclusively on the annual all-inclusive contribution actually due.
- The regional tax and the stamp duty remain excluded from the merit incentive.
- The measure is independent of the ISEEU, but it requires you to renew your registration by the ordinary deadlines.
- Before paying, check in ESSE3 that the examinations you have taken and the related CFU are correctly recorded.

13.3 – Merit-based benefits for registration on professional Master's programs (POST-LAUREA)

Students who have obtained a Bachelor's degree, a single-cycle Master's degree or a Master's degree at the University of Sannio within the standard duration of the program and with a mark higher than 105/110 may obtain a **merit-based benefits** corresponding to 50% of the registration cost for the First-level and Second-level professional Master's programs run by the University, net of the regional tax and the stamp duty.

Requirements Qualification obtained at UniSannio within the standard duration and final mark higher than 105/110.	How it works The merit incentive is granted once you have passed the final examination of the professional Master's program, in accordance with the relevant call for applications.
---	---

13.4 - How to access the measures

1. Complete your enrolment or registration by the deadlines set for your degree program.
2. Apply for a valid University ISEE when required by the specific measure.
3. Check the UniSannio website and the online notice board for publication of the applicable call for applications.
4. Read the requirements, incompatibilities, required documents and strict deadlines carefully.
5. Submit your application through the procedure indicated in the call for applications, generally via the University's online services.
6. Keep the submission receipt, the documentation and the certificates used.
7. Check your institutional e-mail and the results published by the University.



Do not wait until the deadline. Applications that are incomplete or submitted after the deadlines indicated in the call for applications may be excluded.

13.5 - Other forms of support for students

The merit-based measures form part of a broader system of initiatives for the right to university study, mobility, well-being and academic success. Each measure is governed by a specific notice, which sets out the resources available, the requirements, the merit ranking lists and the payment arrangements.

Fondo Giovani Measures for tutoring, international mobility and the strengthening of pathways in the STEAM degree classes: Biological Sciences, Biotechnology, Engineering and Statistics.	STEAM funding Resources also dedicated to Geological Sciences and to the Master's degree in Geotechnologies for teaching and laboratory activities, guidance and tutoring.
--	--

Psychological support voucher One-off contribution reimbursing documented expenses for psychological support or psychotherapy, in accordance with the annual call for applications.	Transport voucher Support for students living away from home, calculated on the basis of distance, ISEEU and merit, in accordance with the requirements set by the notice.
Rent contribution Measure supporting the rental costs incurred by students living away from home, within the limits of the resources available and the ministerial requirements.	Scholarships and the right to university study Further benefits may be made available by ADISURC, the Ministry, the University and other institutional bodies.
	One call for applications for each benefit. Amounts, requirements and submission windows may vary. Always refer to the call for applications for the academic year concerned and not to the deadlines of previous editions.

Find out more online: [Merit-based measures for students](#)

Where to find assistance

Office	Area	Contacts
Student Careers Unit	Administrative career, registrations and certificates	segreteria.studenti@unisannio.it · 0824 305402
DEMM Academic Administrative Support	Economics, Statistics, Digital Administration, Law	sad.demm@unisannio.it · 0824 305312
DING Academic Administrative Support	Engineering and the Department's Master's degrees	sad.ding@unisannio.it · 0824 305802 / 5871
DST Academic Administrative Support	Biotechnology, Biology, Geology, Sport and Exercise Sciences	sad.dst@unisannio.it · 0824 305129
University Records Office	Submission of the applications indicated in the procedures	ufficio.protocollo@unisannio.it
Help Desk UniSannio	Guidance on programs, fees, procedures and services	Booking from the "Ask UniSannio for help" page



Use your institutional e-mail. After enrolment, your mailbox in the studenti.unisannio.it domain is the official channel for communicating with the University. Always state your first name, surname, student number, degree program and a clear description of your request.

Quick links



ESSE3



Enrolment

Master's degree
registrationsInternational
Students

Renewals



Help Desk

Sources and disclaimer

Part II updated on 10 July 2026 on the basis of the resolution of the Board of Governors of 30 June 2026, the Student Regulations and the official UniSannio pages dedicated to administrative procedures.



Official documents prevail. This publication is for information purposes. In the event of any discrepancy, the Regulations, calls for applications, resolutions and notices published by the University of Sannio and by the competent Ministry shall prevail.

PART III | UNIVERSITY TUITION FEES AND CONTRIBUTIONS

The four questions to ask yourself before paying

1. Do I have a valid ISEEU? Without a valid University ISEE, the maximum contribution provided for is applied.	2. Can I access the No Tax Area? Check your ISEEU value, your year of registration and the merit requirements together.
3. Am I entitled to exemptions or reductions? Some concessions require an application before payment of the first instalment.	4. Is the charge in ESSE3 correct? Check the regional tax, stamp duty, annual contribution and deadline before proceeding with PagoPA.
	Part III supplements Part II The deadlines for the individual procedures are set out in Part II. In this part you will find the calculation system, the financial benefits, the payment methods and the consequences of failing to comply with fee obligations.

14 - University tuition fees and contributions

The contribution for enrolment or registration is made up of three elements. The annual all-inclusive contribution varies according to your financial situation, the type of program, your position in your academic career and any concessions. The regional tax, on the other hand, depends solely on the ISEEU.



Component	Amount / criterion	Notes
Stamp duty (BOLLO)	€ 16,00	Due even where there is full exemption from the annual contribution.
Regional tax (TASSA REGIONALE)	€ 130,00 / € 151,00 / € 173,00	It is determined by the ISEEU; the € 151,00 band applies to households resident abroad. Due even where there is full exemption from the annual contribution.
Annual all-inclusive contribution (CONTRIBUTO ANNUALE)	From € 0,00 up to the maximum amounts provided for	It depends on the ISEEU, the program, length of registration, the No Tax Area, exemptions and reductions.



Exemption does not mean free registration. Except in cases, students with full exemption from the contribution must still pay the regional tax and the stamp duty.

15 - Instalments and deadlines

Instalment	Composition	Ordinary deadline
First instalment	Regional tax + stamp duty + 30% of the annual contribution, where due	10 October 2026
Second instalment	30% of the annual contribution	20 December 2026
Third instalment	40% of the annual contribution	30 April 2027

- For first registration on two-year Master's degree programs, if the entry qualification is obtained by 31 December 2026, the first and second instalments fall due on 31 December 2026.
- If the entry qualification for the Master's degree is obtained after 1 January 2027, the first and second instalments must be paid by 31 March 2027.
- When the second and third instalments together amount to no more than € 30,00, the contribution is requested in a single payment by the deadline for the second instalment; amounts below € 5,00 are not charged.
- No instalment plans or payment methods other than those approved by the University are allowed.
- Remember: by paying the first instalment you become (or remain) a registered student, but your registration is complete only when you have paid all the amounts due for the whole academic year.

16. Regional tax and ordinary contribution

16.1 - Regional tax for the right to university study

University ISEE value	Regional tax	Also applies to
Up to € 25.500,00	€ 130,00	Students from countries with low human development, in the cases provided for by law
From € 25.500,01 to € 51.000,00	€ 151,00	Students whose household is resident abroad
Over € 51.000,00 or without an ISEEU at the time of payment	€ 173,00	Students who do not have a valid certificate at the time of payment



Refund of the regional tax. If the ISEEU is obtained after payment, any refund of the higher regional tax is not the responsibility of the University but of the regional body for the right to university study.

16.2 - Ordinary all-inclusive contribution

ISEEU	Bachelor's degree up to 1st FC	Bachelor's degree from 2nd FC	LM/LMcU up to 1st FC	LM/LMcU/VO from 2nd FC
0 - 5.000	€ 450	€ 500	€ 500	€ 550
5.000,01 - 10.000	€ 600	€ 650	€ 650	€ 700
10.000,01 - 15.000	€ 800	€ 850	€ 850	€ 900
15.000,01 - 20.000	€ 1.000	€ 1.050	€ 1.050	€ 1.100
20.000,01 - 25.000	€ 1.200	€ 1.250	€ 1.250	€ 1.300
25.000,01 - 30.000	€ 1.300	€ 1.350	€ 1.350	€ 1.400
30.000,01 - 35.000	€ 1.400	€ 1.450	€ 1.450	€ 1.500
35.000,01 - 40.000	€ 1.450	€ 1.500	€ 1.500	€ 1.550
40.000,01 - 45.000	€ 1.500	€ 1.550	€ 1.550	€ 1.600
45.000,01 - 50.000	€ 1.550	€ 1.600	€ 1.600	€ 1.650
50.000,01 - 55.000	€ 1.600	€ 1.650	€ 1.650	€ 1.700
55.000,01 - 60.000	€ 1.650	€ 1.700	€ 1.700	€ 1.750
60.000,01 - 65.000	€ 1.700	€ 1.750	€ 1.750	€ 1.800
Over € 65.000	€ 1.750	€ 1.850	€ 1.800	€ 1.900
No ISEE	€ 1.750	€ 1.850	€ 1.800	€ 1.900



First check the No Tax Area. The ordinary table applies when the requirements for the No Tax Area or for other exemptions and reductions are not met. An ISEEU of up to € 30.000 does not automatically entail payment of the amounts shown in the table.

16.3 - Calculation examples

Example A - Bachelor's degree, ISEEU € 32.000 Annual contribution: € 1.400. Regional tax: € 151. Stamp duty: € 16. First instalment: € 587; second: € 420; third: € 560.	Example B - Master's degree, ISEEU € 52.000 Annual contribution: € 1.650. Regional tax: € 173. Stamp duty: € 16. First instalment: € 684; second: € 495; third: € 660.
Example C - Full exemption Annual contribution: € 0. The regional tax and stamp duty remain payable, unless the benefit applied provides otherwise.	Example D - No ISEEU The maximum contribution for the relevant program and academic career category is charged, in addition to the regional tax of € 173 and stamp duty of € 16.

The examples are illustrative and do not replace the calculation carried out by the offices on the basis of the student's actual position.

16.4 - International students

- For EU and non-EU students residing abroad, the annual all-inclusive contribution is set, as a rule, at €500,00, in addition to the regional tax and the stamp duty.
- To obtain financial benefits or the ADISURC scholarship, the EQUIVALENT UNIVERSITY ISEE (ISEEUP) is required, in accordance with the procedures described in chapter 17.
- The exemptions provided for students from countries with low human development, for recipients of Italian Government scholarships or for participants in specific international agreements remain unaffected.
- Late-payment penalties and other administrative contributions also apply to international students.

16.5 - Increases for student beyond the standard duration of the program registration

The amount is determined according to the number of years the student has been enrolled beyond the standard duration of the degree program (fuori corso).

Fuori corso year	Bachelor's degree	Master's degree	Single-cycle LM	Old system (Vecchio Ordinamento)
3°	-	10%	-	-
4°	10%	20%	-	-
5°	20%	30%	-	30%
6°	30%	40%	40%	40%
7°	40%	50%	50%	50%
8°	50%	60%	60%	60%
9°	60%	70%	70%	70%
10°	70%	80%	80%	80%
11°	80%	90%	90%	90%
12°	90%	100%	100%	100%
13°	100%	110%	110%	110%
14°	110%	120%	120%	120%
15°	120%	130%	130%	130%
16°	130%	140%	140%	140%
17°	140%	150%	150%	150%
18°	150%	160%	160%	160%
19°	160%	170%	170%	170%
20°	170%	180%	180%	180%
21°	180%	190%	190%	190%
22°	190%	200%	200%	200%
23°	200%	210%	210%	210%
24°	210%	220%	220%	220%
25°	220%	230%	230%	230%
26°	230%	240%	240%	240%
27°	240%	250%	250%	250%
28°	250%	260%	260%	260%
29°	260%	270%	270%	270%
30° and above	270%	280%	280%	280%



The ceiling remains unchanged. The percentage increases the theoretical contribution, but the amount cannot exceed the ceilings established for each type of program.

16.6 - Payments, late-payment penalty and other contributions

PagoPA

1. Log in to the ESSE3 Students' Reserved Area.
2. Open the "Secretariat - Payments" section.
3. Select "Pay with PagoPA" to pay online or "Print PagoPA payment notice" to pay through a participating provider.
4. Keep the receipt and check that the payment has been automatically recorded in the system.



Do not use other payment methods. Payments made without using the ESSE3 PagoPA payment notices are not automatically recorded in your academic career.

Late-payment penalty

Program / instalment	Late payment	Penalty
Bachelor's degrees and Law - first instalment	11 October-20 December 2026	€ 50
Bachelor's degrees and Law - first instalment	21-31 December 2026	€ 100
Bachelor's degrees and Law - first instalment	from 1 January 2027	€ 200
Bachelor's degrees and Law - second instalment	21-31 December 2026	€ 50
Bachelor's degrees and Law - second instalment	from 1 January 2027	€ 200
Bachelor's degrees and Law - third instalment	from 1 May 2027	€ 50
LM, qualification awarded by 31/12/2026 - first/second instalment	from 1 January 2027	€ 100 for each instalment
LM, qualification awarded from 01/01/2027 - second instalment	from 1 April 2027	€ 50
LM - third instalment	from 1 May 2027	€ 50



Related programs after the filter semester. No late-payment penalty is due on the first instalment for students coming from the Medicine filter semester who enrol within the established deadlines in Biological Sciences (L-13) or Biotechnology (L-2).

Other administrative contributions

Procedure	Contribution
Withdrawal from studies	€ 200
Outgoing transfer	€ 200
Internal program transfer / option for the new program framework	€ 50
Late application for graduation	€ 220
Reinstatement of studies (ricognizione)	€ 200 for each year without registration
Recognition of a foreign academic qualification	€ 200
Duplicate degree parchment	€ 100
Collection of a degree parchment transferred to the archive	€ 100
Student with only the final examination outstanding	€ 200 + regional tax + stamp duty, for one year only
Registration for single course units	€ 50 + € 16 stamp duty + contribution based on CFU

Single course units: quick calculation of the CFU contribution

CFU	CFU contribution
1-10	€ 20 per CFU
11-20	€ 200 + € 15 for each CFU above 10
21-30	€ 450 + € 10 for each CFU above 20
Above 30	€ 650 + € 10 for each CFU above 30
 Contributions are not refundable in the event of a change of mind. After payment, requests for the refund of administrative contributions due simply to the applicant changing their mind are not accepted.	

Further information online: [Single course units](#)



Log in to ESSE3 to check charges and payments

17. ISEEU for the right to university study

The University ISEE makes it possible to determine the contribution on the basis of the household's economic situation. It must be expressly requested for subsidised services within the scope of the right to university study: **an ordinary ISEE intended for other purposes cannot be used.**



17.1 - Students whose household is resident in Italy

- 1- RICHIEDI-Request the certificate from a CAF, from INPS or from another authorised body.
- 2- CONTROLLA-Check that the certificate carries the wording relating to services for the right to university study and your tax code.
- 3- AUTORIZZA-Give your consent online for the data to be acquired in the University's procedure.
- 4- PERFEZIONA- There is no need to hand in the paper certificate: the data is acquired directly from the INPS database.
- 5- VERIFICA- If there are omissions or discrepancies, put them right by following the instructions of INPS or of the CAF, then check that the data has been acquired.



ISEEU and the year of completion. The certificate that applies is the one valid in the calendar year in which you complete your enrolment or registration renewal. If you complete the procedure by 31 December 2026: ISEEU 2026. If you complete it in 2027: ISEEU 2027, with any late-payment penalties on instalments paid late.



Without an ISEEU you pay the maximum amount. Failure to request the ISEEU at the time of enrolment or registration results in the application of the maximum contribution provided for the category to which you belong.

17.2 - EQUIVALENT UNIVERSITY ISEE (ISEEUP)

International students, apart from students residing in low human development countries, and Italian students whose household is resident abroad must request the EQUIVALENT UNIVERSITY ISEE (ISEEUP) from an authorised CAF. The certificate must be submitted directly to the offices, in accordance with the procedures communicated by the University.

2026 financial documentation	Period / data required
Family status certificate	Composition of the household in 2026
Household income	From 1 January to 31 December 2024
Bank deposits and accounts	Balance and average balance up to 31 December 2024
Property assets	Asset situation as at 2026

- The documents must be issued by an authority or institution recognised in the country of origin.
- The documentation must be officially translated into Italian, unless different instructions are published by the University or by ADISURC.
- The EQUIVALENT UNIVERSITY ISEE (ISEEUP) is used both for university contributions and for access to regional benefits and other financial concessions.
- The regional tax ordinarily applied to students whose household is resident abroad is € 151,00.



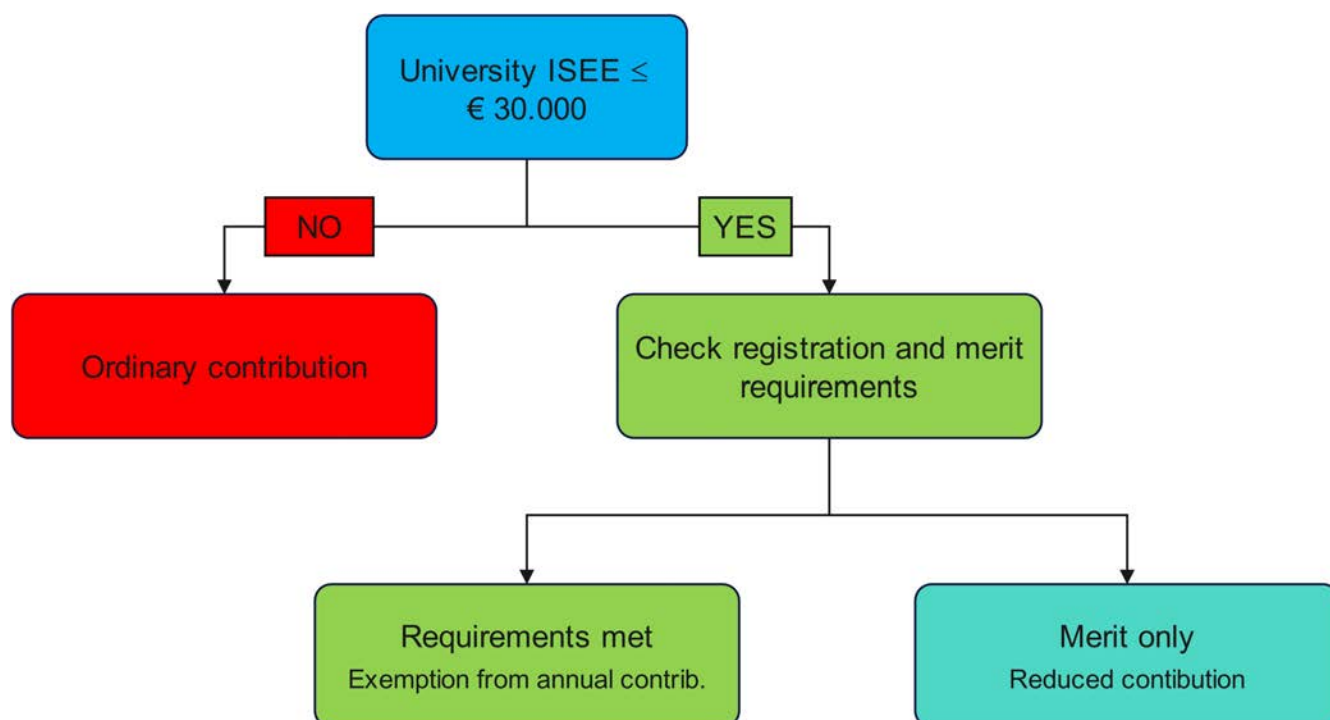
Start in good time. Collecting, legalising and translating foreign documentation can take several weeks. Do not wait until the registration deadline.

17.3 - Common mistakes

Standard ISEE Not sufficient: it must relate to the right to university study.	Missing tax code (codice fiscale) The student must be listed among the beneficiaries of the university benefit.
Expired ISEE A certificate valid in the year in which you complete your registration is required.	Consent not given Without online authorisation, the data may not be acquired in ESSE3.
Discrepancies in the DSU Omissions must be rectified; the University may carry out checks.	Early payment Pay only after submitting any exemption applications and after your ISEE has been acquired.

18. No Tax Area

The No Tax Area exempts students with an ISEEU of up to € 30.000 who meet both the registration and the merit requirements from the annual all-inclusive contribution. The regional tax and stamp duty remain payable.



18.1 - Requirements for full exemption

Requirement	Condition
University ISEE	Not exceeding € 30.000
Position within the standard duration	Registration no later than the first year fuori Corso
First year	No merit requirement
Registration for the second year	At least 10 CFU by 10 August of the first year
Years after the second	At least 25 CFU in the twelve months preceding the 10 August prior to registration



What remains to be paid. Even with a full exemption under the No Tax Area, the regional tax and stamp duty remain payable.

18.2 - Reduced contribution beyond the first year “fuori Corso”

If your ISEEU does not exceed € 30.000 and you have obtained the required CFU, but you are registered beyond the first year fuori corso, you pay a reduced contribution calculated on the portion of your ISEEU exceeding € 13.000.

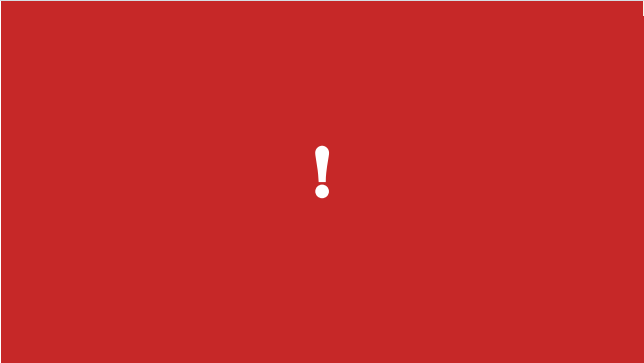
Some examples are given below:

Bachelor's degree programs

ISEEU	Calculation	Minimum / maximum
€ 0 - 13.000	Fixed amount	€ 200
€ 13.000,01 - 15.000	7% of the portion exceeding € 13.000 + 50%	Min € 200 - max € 765
€ 15.000,01 - 20.000	7% of the portion exceeding € 13.000 + 50%	Min € 200 - max € 945
€ 20.000,01 - 25.000	7% of the portion exceeding € 13.000 + 50%	Min € 200 - max € 1.125
€ 25.000,01 - 30.000	7% of the portion exceeding € 13.000 + 50%	Min € 200 - max € 1.215

Master's degrees, single-cycle and old-system (Vecchio Ordinamento) programs

ISEEU	Calculation	Minimum / maximum
€ 0 - 13.000	Fixed amount	€ 200
€ 13.000,01 - 15.000	7% of the portion exceeding € 13.000 + 50%	Min € 200 - max € 810
€ 15.000,01 - 20.000	7% of the portion exceeding € 13.000 + 50%	Min € 200 - max € 990
€ 20.000,01 - 25.000	7% of the portion exceeding € 13.000 + 50%	Min € 200 - max € 1.170
€ 25.000,01 - 30.000	7% of the portion exceeding € 13.000 + 50%	Min € 200 - max € 1.260

ISEEU € 14.000 Theoretical calculation € 105; the minimum of € 200 applies.	ISEEU € 18.000 Excess portion € 5.000: 7% = € 350; +50% = € 525.
ISEEU € 25.000 Excess portion € 12.000: 7% = € 840; +50% = € 1.260. The cap for the band and for the program applies.	ISEEU € 30.000 The theoretical calculation exceeds the caps: the ceiling laid down for the type of program applies.
	
The first-year concession may be used only once. Students who have withdrawn from studies, those who have forfeited their student status, students coming from an internal program transfer, an option or a transfer, and those who already hold a qualification of the same type pay the ordinary contribution in their first year. A Bachelor's degree followed by a Master's degree remains a new level and may benefit from the concession.	

19. Exemptions, reductions and merit-based measures

In addition to the No Tax Area, the University provides further benefits for students who meet specific personal, financial, family-related, or merit-based criteria. Some benefits are granted automatically, while others require the submission of a documented application within the deadlines and according to the procedures established by the relevant office.

19.1 - Full exemptions from the annual contribution

Case	Benefit and requirements
Winners or eligible applicants for an ADISURC scholarship	Full exemption. The instalments must be paid until the final merit ranking lists are received; amounts already paid are refunded automatically.
Disability under Art. 3, para. 1, of Law No. 104/1992 or invalidity $\geq 66\%$	Full exemption, subject to a documented application before payment of the first instalment.
Children of recipients of an invalidity pension	Full exemption, subject to an application and self-declaration; checks are carried out.
Non-EU students from countries with low human development	Full exemption under Ministerial Decree No. 176/2026, subject to application.
Foreign students covered by specific agreements	Application of the exemptions provided for in the agreement.
Recipients of Italian Government scholarships	Full exemption, subject to renewal of the scholarship and to a documented application.
Students in detention	Full exemption where a specific agreement with the Ministry of Justice is in place.

19.2 - Specific reductions and concessions

Case	Reduction
Invalidity from 45% to 65%	50% reduction of the second and third instalments; first instalment in full and documented application.
UniSannio employees or children of UniSannio employees	Overall reduction of € 200 on the second and third instalments, with an ISEEU $\leq$ € 65.000.
Two or more members of the same household enrolled at UniSannio	Reduction of € 50 on the second instalment and of € 50 on the third instalment, with an ISEEU $\leq$ € 65.000, for each member of the same household.
UniSannio employees enrolled in Digital Administration Sciences	Annual all-inclusive contribution of € 250.
Part-time student	30% reduction of the contribution, excluding the regional tax and stamp duty, taking the No Tax Area into account.
Students with specific learning disorders (DSA)	Benefit of € 50 with valid certification and in accordance with the time conditions laid down.
UniSannio athlete	10% reduction of the contribution, excluding the regional tax and stamp duty.
Student with only the final examination outstanding	Single contribution of € 200 + regional tax + stamp duty, available for one academic year only.
 Multiple concurrent benefits. Where more than one exemption or reduction applies, the most financially advantageous benefit is granted, unless the specific measure provides otherwise.	

19.3 - Merit-based measures 2026/2027

Merit is rewarded on entry, during the program and after graduation.

Measure	Essential requirements	Benefit
Diploma $\geq$ 98/100 and first enrolment	ISEEU $\leq$ € 65.000	€ 200
Diploma $\geq$ 98/100 + residence at least 50 km away	ISEEU $\leq$ € 65.000	€ 1.000, not cumulable with € 200
First registration for an LM: qualification obtained within the standard duration and mark $>$ 105/110	ISEEU $\leq$ € 65.000	€ 200
First registration for an LM + residence at least 50 km away	ISEEU $\leq$ € 65.000	€ 1.000, not cumulable with € 200
Regular progression in CFU	Thresholds laid down by year and program	20% reduction of the annual contribution
UniSannio professional Master's program after a qualification obtained within the standard duration with a mark $>$ 105/110	Qualification obtained at UniSannio	50% reduction of the cost of the professional Master's program

- Fixed contributions are not granted in the case of simultaneous enrolment in two-degree programs, including at different universities.
- The benefits are granted through specific calls for applications and are not automatic.
- For the contributions linked to distance, the ACI municipality tables are used.
- The measures are also available to holders of foreign qualifications, subject to assessment and conversion of the mark according to the applicable criteria.
- For the 20% reduction, the CFU must have been obtained by 10 August 2026.



Check the call for applications. Requirements, funding, deadlines, merit ranking lists and payment arrangements are set out in the calls for applications published by the University. The merit-based contribution will be disbursed once the fees have been paid in full.

19.4 - How to submit applications

1. Check whether the benefit is automatic or requires an application.
2. Prepare up-to-date and legible documentation.
3. For full exemptions, submit your application before paying the first instalment, where expressly required.
4. For partial reductions, pay the first instalment in full and wait for the subsequent instalments to be recalculated.
5. Check in ESSE3 that the charges have been amended before paying.
6. Keep the receipt for your application and check your institutional e-mail.

20. Refunds

The tuition fees and contributions paid for enrolment and registration are not normally refundable. The University issues refunds - automatically or on your application, depending on the case - only if you have been granted an exemption or if you have paid incorrect or undue amounts.

Case	Procedure
ADISURC scholarship	Automatic refund of the instalments already paid, after the final merit ranking lists are received.
Exemption or reduction granted after payment	Recalculation of your position and refund of the amounts overpaid, in accordance with the applicable procedure.
Duplicate, incorrect or non-due payment	Refund subject to verification by the office and, if necessary, a documented application.
Incoming transfer not completed because the transfer release document was not sent	Automatic refund of the amounts, net of the regional tax and stamp duty, in accordance with the Regulations.
Outgoing transfer after payment of UniSannio registration fees	Refund possible, net of the regional tax and stamp duty, on proof of registration at the receiving university.
Simple change of mind	No refund, including any specific administrative contributions already paid.
	Regional tax and stamp duty. University refunds are generally paid net of the regional tax for the right to university study and of stamp duty. ADISURC is responsible for the regional tax.

20.1 - Before requesting a refund

- Check that the payment is recorded in ESSE3.
- Check whether the refund is automatic or requires an application.
- Prepare the PagoPA receipt, your identity document and payment details held in the student's name or jointly held, if required.
- Do not offset payments against each other on your own initiative: wait for the recalculation and the instructions from the office.
- For information, use the official contact details of the Student Careers Unit.

21. Checks and fee compliance

The University verifies the declarations, certifications and requirements used to obtain concessions. You are responsible for the accuracy of the data, even when the information is obtained from public databases.

21.1 - Effects of non-compliance with fee obligations

Situation	Consequence
Unpaid tuition fees or contributions	You cannot carry out any academic career transactions.
Non-compliant position	You cannot sit course examinations or the final examination.
Outstanding fee debts	Certificates cannot be issued and the transfer cannot be completed.
Payment after the deadline	Charging of the applicable late-payment penalty.
Benefit obtained without meeting the requirements	Withdrawal of the benefit, recalculation, repayment of the amounts and further consequences provided for by law.
Untrue declarations	The liability and penalties laid down for false self-certifications apply.
	Check before booking an examination. An overdue charge or an unrecorded instalment can block academic career functions. Always check the Payments section of ESSE3 well in advance.

21.2 - Compliance checklist

- ISEEU or EQUIVALENT UNIVERSITY ISEE (ISEEUP) valid and correctly registered.
- Any exemption or reduction applications submitted within the deadlines.
- All instalments and late-payment penalties paid.
- PagoPA receipts kept.
- Personal details and IBAN up to date.
- Institutional e-mail checked regularly.
- Examinations and CFU correctly recorded for merit-based benefits.

Appendix Single course units and additional costs

CFU contribution for single course units

CFU band	Calculation method	Example
1-10 CFU	€ 20 per CFU	10 CFU = € 200
11-20 CFU	€ 200 + € 15 for each CFU beyond the first 10	20 CFU = € 350
21-30 CFU	€ 450 + € 10 for each CFU beyond the first 20	30 CFU = € 550
More than 30 CFU	€ 650 + € 10 for each CFU beyond the first 30	40 CFU = € 750
 Total cost of single course units. In addition to the CFU contribution, there is € 50 for registration and € 16 for virtual stamp duty.		

Summary of administrative contributions

Procedure	Amount
Withdrawal from studies	€ 200
Outgoing transfer	€ 200
Internal program transfer / option for the new program framework	€ 50
Late application for graduation	€ 220
Reinstatement of studies (ricognizione)	€ 200 for each year without registration
Recognition of a foreign academic qualification	€ 200
Duplicate degree parchment	€ 100
Collection of a degree parchment transferred to the archive	€ 100
Student with only the final examination outstanding	€ 200 + regional tax + stamp duty, for one year only
Registration for single course units	€ 50 + € 16 stamp duty + contribution based on CFU

Sources, online services and contacts

Find out more online: [Tuition fees 2026/2027](#)

Find out more online: [Merit-based measures](#)

Find out more online: [ESSE3 Students' Reserved Area](#)

Student Careers Unit

Location	Telephone	E-mail
Via delle Puglie teaching building	0824 305064 / 305402	segreteria.studenti@unisannio.it

DEMM Academic Administrative Support

Location	Telephone	E-mail
Via delle Puglie teaching building	0824 305312	sad.demm@unisannio.it

DING Academic Administrative Support

Location	Telephone	E-mail
Palazzo Bosco Lucarelli, Corso Garibaldi 107	0824 305802 / 5871	sad.ding@unisannio.it

DST Academic Administrative Support

Location	Telephone	E-mail
Via dei Mulini teaching building	0824 305129	sad.dst@unisannio.it



Disclaimer. This guide is for information purposes only. In the event of any discrepancy, the resolutions of the academic bodies, the Student Regulations, the calls for applications and the official notices published by the University shall prevail.