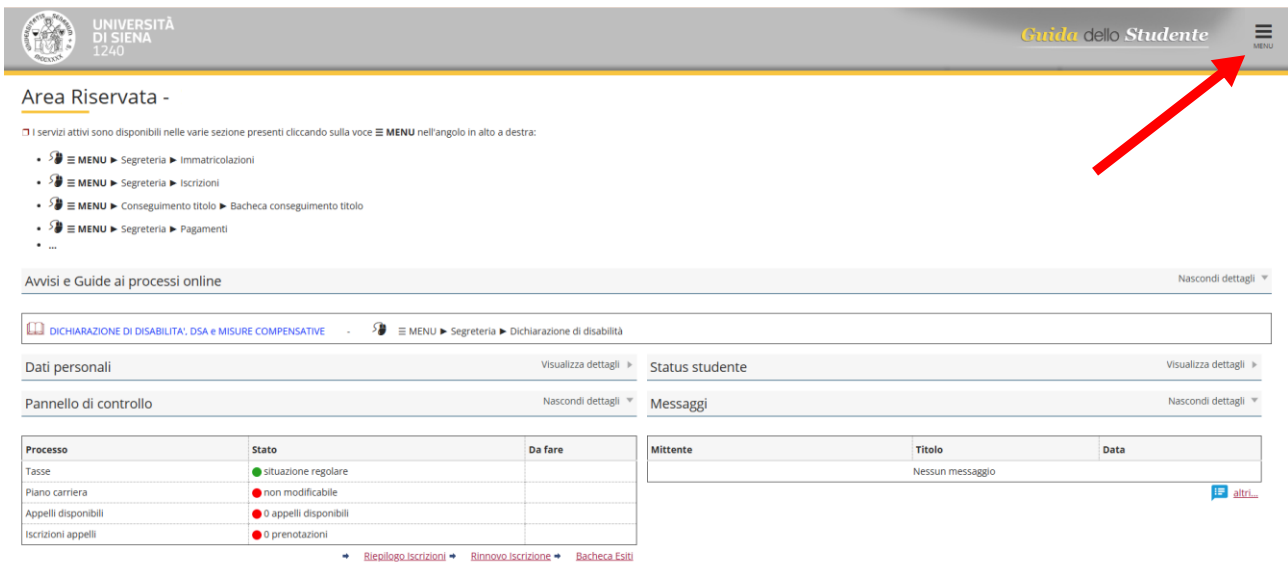


Segreteria Online bank details guide

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

This is important in order to receive the scholarship.

1. In your Segreteria Online homepage select MENU.

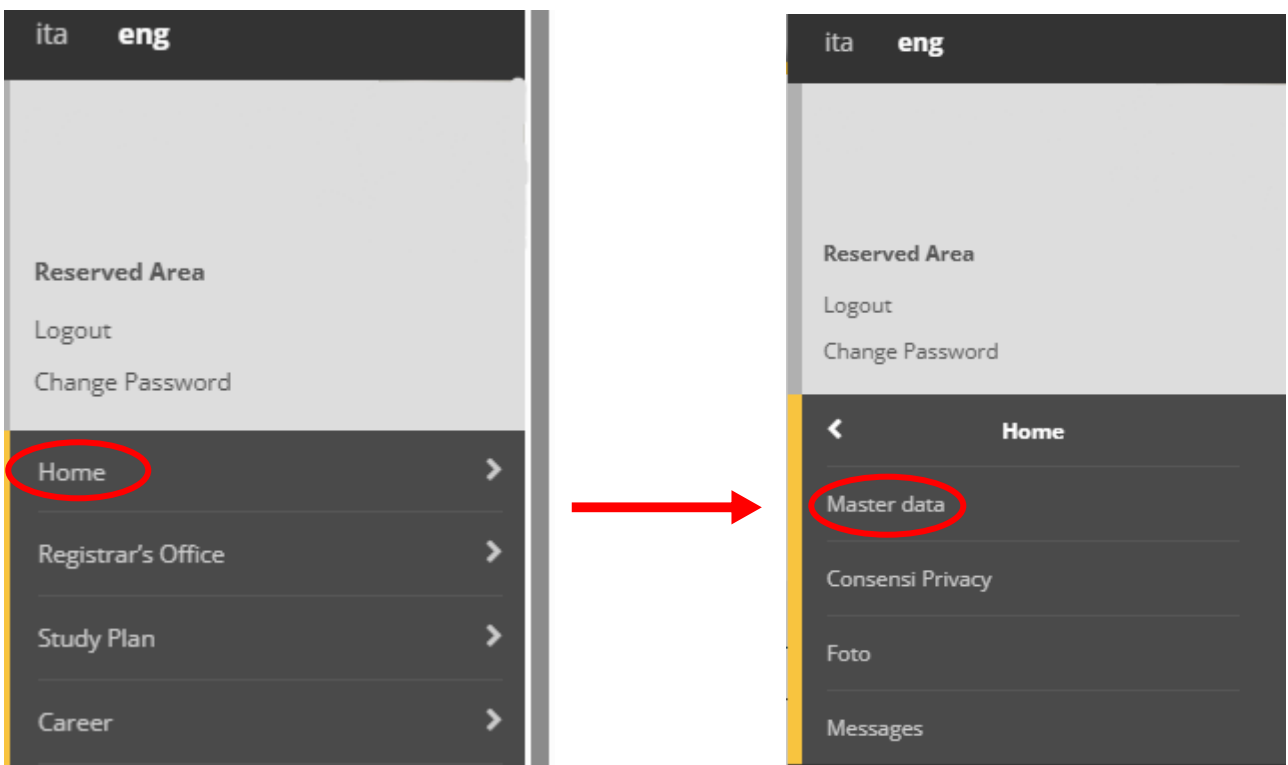


The screenshot shows the Segreteria Online homepage. At the top right, there is a 'Guida dello Studente' link and a 'MENU' button, which is highlighted with a red arrow. Below the header, there is a 'Area Riservata -' section with a list of services available in various sections. The main content area includes sections for 'Avvisi e Guide ai processi online', 'Dati personali', 'Status studente', 'Pannello di controllo', and 'Messaggi'. There are also tables for 'Processo' and 'Mittente'.

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

| Mittente | Titolo | Data |
|----------|------------------|------|
| | Nessun messaggio | |

2. Select "Home" and then "Master data".



The first screenshot shows the 'Reserved Area' menu with 'Home' circled in red. A red arrow points to the second screenshot, which shows the 'Home' page with 'Master data' circled in red.

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

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

Click on “Edit Permanent Address”.

Permanent address

Country

Town/City not listed

ZIP CODE


Locality

Address

Street no.

Telephone

Current address is the same as permanent address Y

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

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

Registration: Permanent address

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

Permanent address

Country*

The town entered was not found among those listed.*

ZIP CODE

if in Italy

Locality

Address*

(street, square, road)

Street no.*

Data inizio validità residenza (per domicilio fiscale)*

(se non si conosce la data esatta inserire 01/01/anno corrente o lasciare il campo vuoto)

Telephone*

Current address is the same as permanent address* Y N

Back

Forward

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

Registration: Current address

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

Current address

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

Back

Forward



6. You will now see the two sections.

Permanent address

Country

Town/City not listed

ZIP CODE

Locality


Address

Street no.

Telephone

Current address is the same as permanent address

No

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

Current address

Country

Town/City not listed

ZIP CODE

Locality

Address

Street no.

Phone number

C/o


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


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

Click on “Edit Bank Account Refund Data”.

Data Bank Account (Refunds)

Refund methods

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



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

Registration:Data Bank Account (Refunds)

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

Data Bank Account (Refunds)

Payment methods*



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

Registration:Data Bank Account (Refunds)

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

Data Bank Account (Refunds)

Payment methods*

Nazione*

Bank*

Bank Account Details

IBAN*

Inserire cin, abi, cab e c/c

Bank Account Holder*

Italian Id. No. Bank Account Holder*

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

If you enter the IBAN, leave the “SWIFT” and “Numero conto corrente estero” fields blank.

Registration:Data Bank Account (Refunds)

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

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

Back

Forward

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

Registration:Data Bank Account (Refunds)

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

| | |
|-----------------------------|---------------------------------|
| Data Bank Account (Refunds) | |
| Payment methods* | Bonifici extra europei con IBAN |
| Nazione* | BRAZIL |
| Bank* | |

| | |
|---|--|
| Bank Account Details | |
| IBAN* | |
| SWIFT* | |
| Numero conto corrente estero* | |
| Bank Account Holder* | |
| Italian Id. No. Bank Account Holder* | |

Back

Forward

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

Registration:Data Bank Account (Refunds)

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

| | |
|-----------------------------|---------------------------|
| Data Bank Account (Refunds) | |
| Payment methods* | Bonifici extra senza IBAN |
| Nazione* | UNITED STATES |
| Bank* | |

| | |
|---|--|
| Bank Account Details | |
| SWIFT* | |
| Numero conto corrente estero* | |
| Bank Account Holder* | |
| Italian Id. No. Bank Account Holder* | |

Back

Forward

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

Registration:Data Bank Account (Refunds)

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

Data Bank Account (Refunds)

| | |
|-------------------------|-------------------------------------|
| Payment methods* | Banca diretto presso Ente Tesoriere |
|-------------------------|-------------------------------------|

[Back](#) [Forward](#)