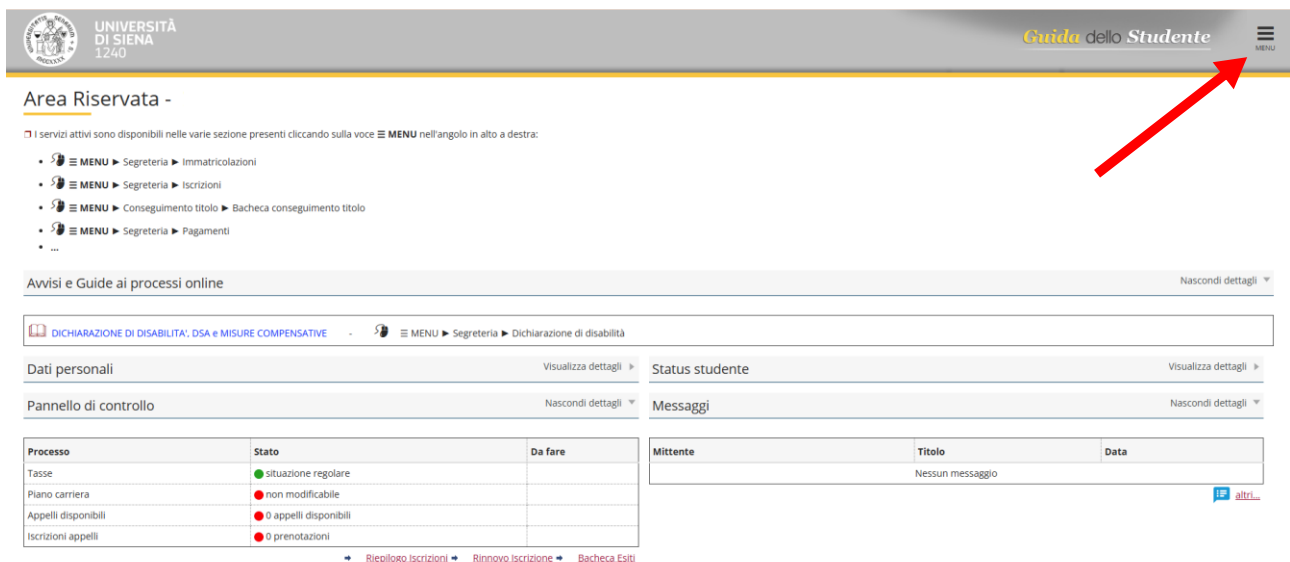


Segreteria Online bank details guide

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

This is important in order to receive the scholarship.

1. In your Segreteria Online homepage select MENU.

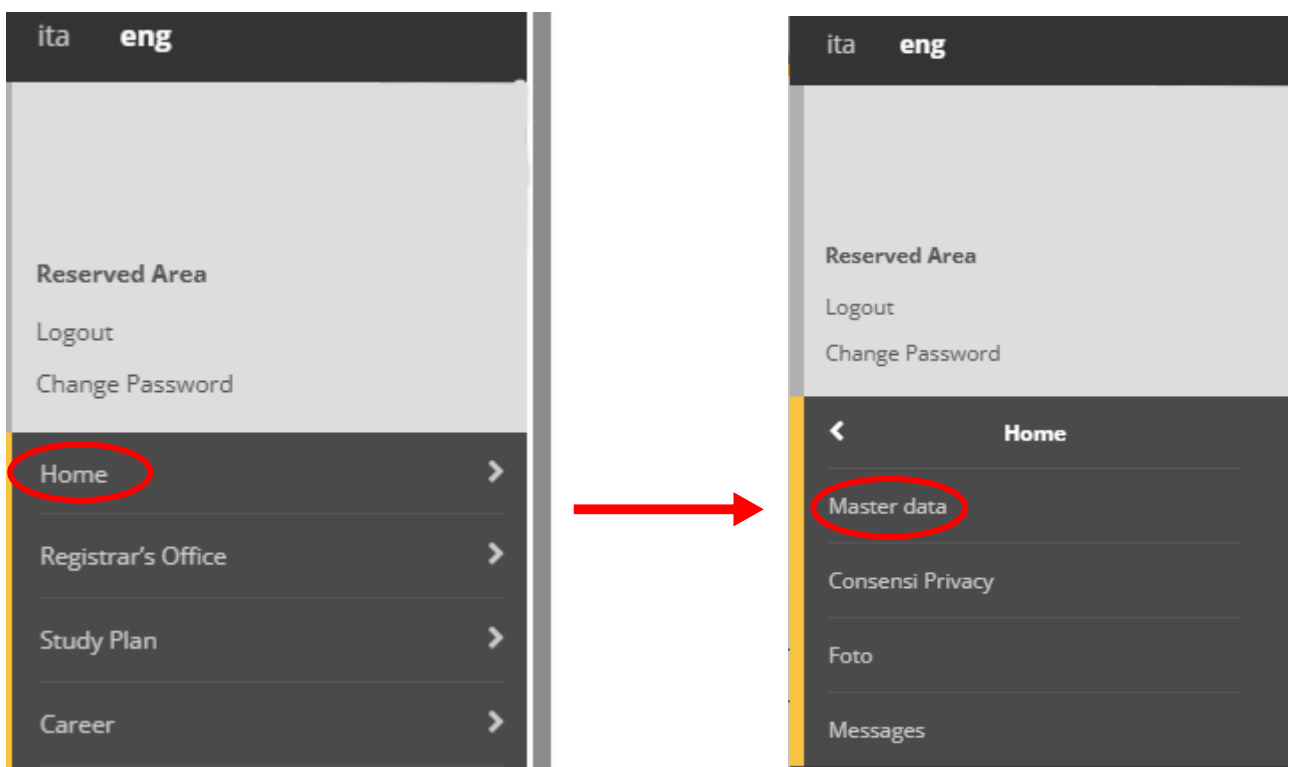


The screenshot shows the Segreteria Online homepage. At the top right, there is a 'Guida dello Studente' link and a 'MENU' icon (three horizontal lines). A red arrow points to this 'MENU' icon. Below the header, the page is titled 'Area Riservata -'. A list of services is provided, including 'Segreteria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

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

Mittente	Titolo	Data
	Nessun messaggio	

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



The first screenshot shows the Segreteria Online homepage with the 'Home' button circled in red. The second screenshot shows the 'Home' page with the 'Master data' button circled in red. A red arrow points from the 'Home' button in the first screenshot to the 'Master data' button in the second screenshot.

Home Page:

- Logout
- Change Password
- Home**
- Registrar's Office
- Study Plan
- Career

Master data Page:

- Consensi Privacy
- Foto
- Messages
- Master data**

3. Click on “Edit Permanent Address”.

‘Permanent address’ is your home address.

‘Current address’ is your address in Siena.

If your permanent address is in Siena, select Y for 'Current address is the same as permanent address' after entering the required details. If your permanent address is outside Siena, select N and enter your current address in Siena.

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

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	
Country*	
The town entered was not found among those listed.*	
ZIP CODE	
if in Italy	
Locality	
Address*	
(street, square, road)	
Street no.*	
Telephone	

[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](#)