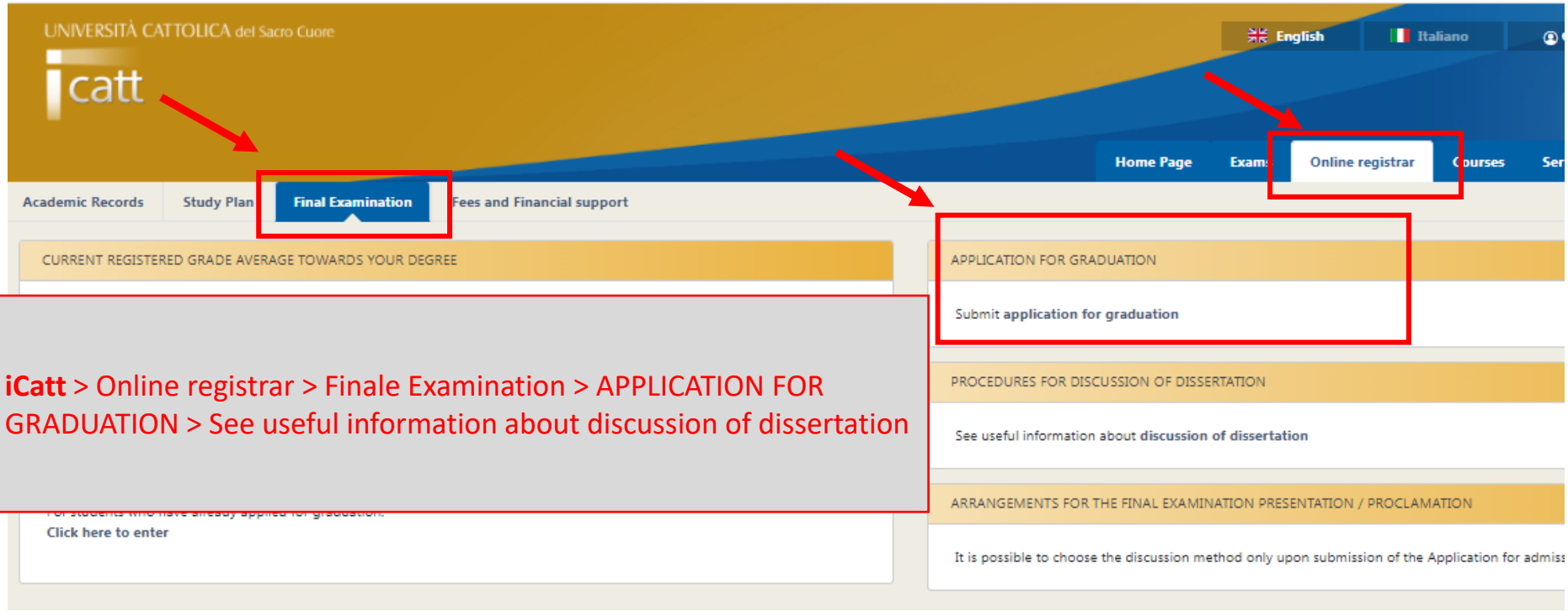
UNIVERSITÀ CATTOLICA del Sacro Cuore

GRADUATION PORTAL

Student Tutorial

Latest update 01/12/2023

GRADUATION PORTAL – Application for Graduation

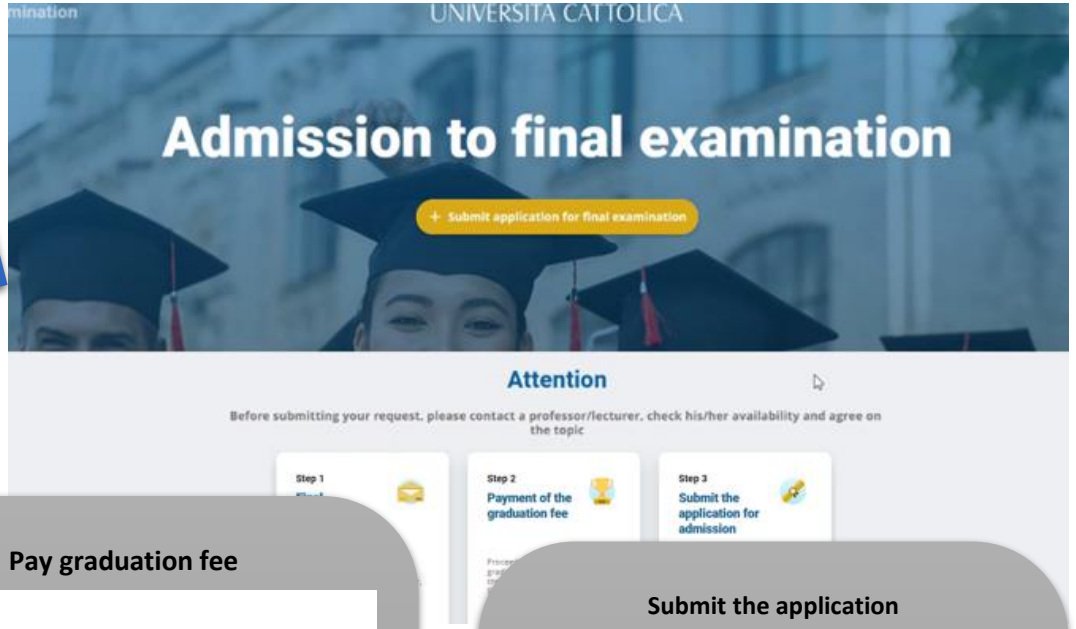


iCatt > Online registrar > Finale Examination > APPLICATION FOR GRADUATION > See useful information about discussion of dissertation

GRADUATION PORTAL – Application for Graduation

UNIVERSITÀ CATTOLICA del Sacro Cuore

Graduate programmes



Submit the topic

Step 1

Final examination topic submission

Check personal data, exams passed, choose the course and the reference professor/lecturer, enter the title and wait for approval.

1

Pay graduation fee

Step 2

Payment of the graduation fee

Proceed with the payment of the graduation fee and after Submit the graduation application (next STEP)

2

Submit the application

Step 3

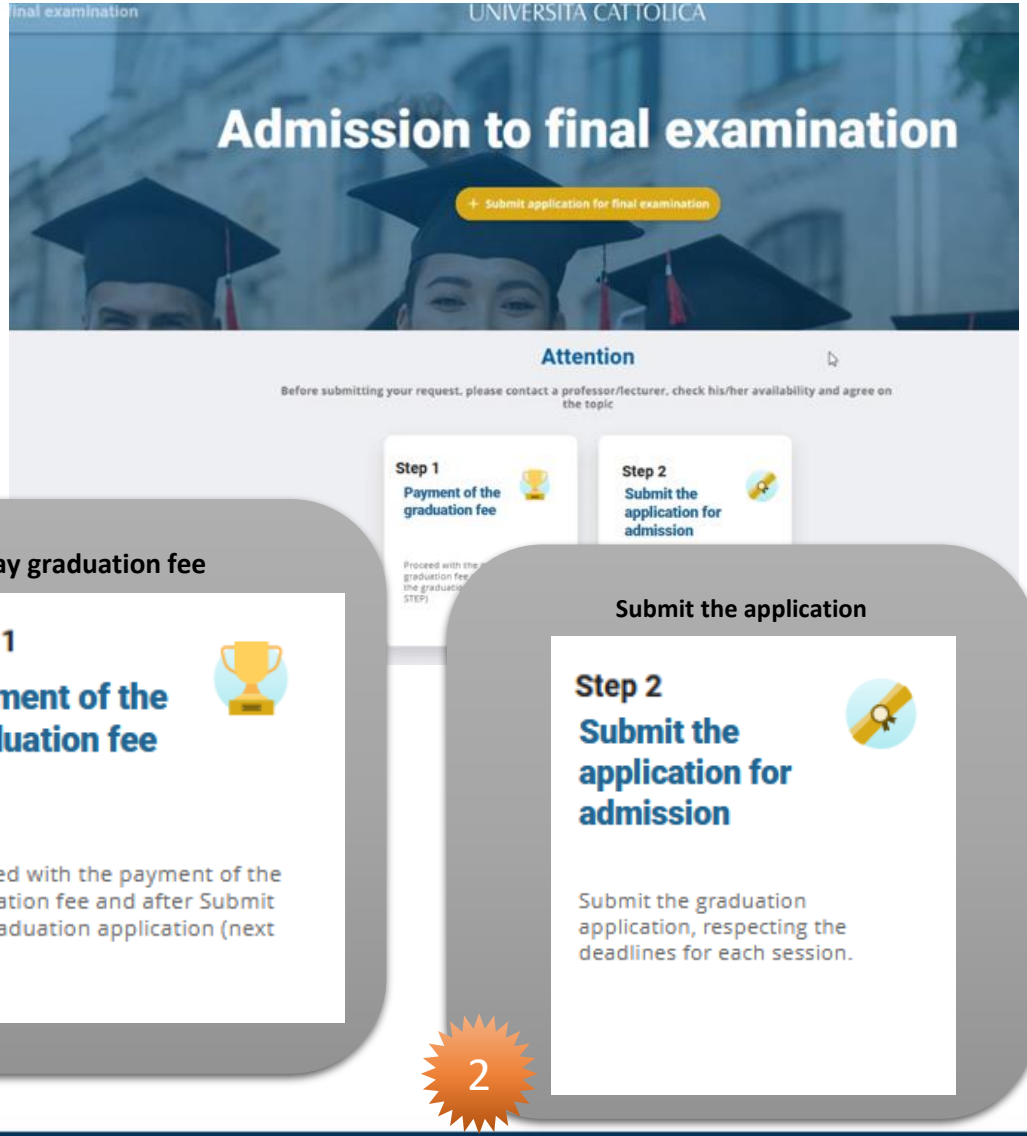
Submit the application for admission

Submit the graduation application, respecting the deadlines for each session.

3

GRADUATION PORTAL – Application for Graduation

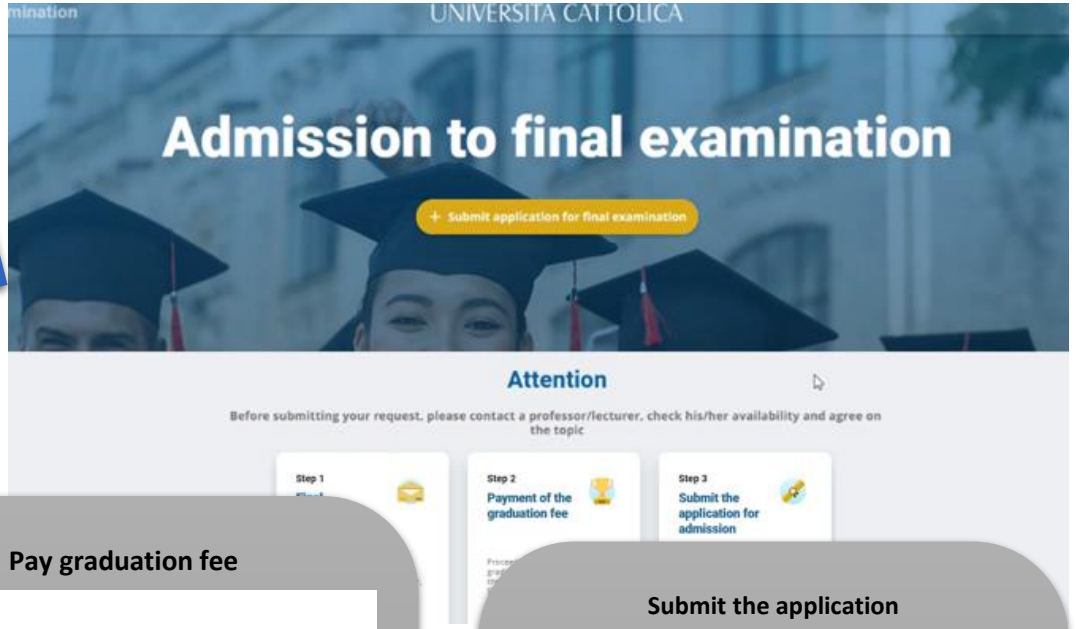
Undergraduate programmes 2 STEP



GRADUATION PORTAL – Application for Graduation

UNIVERSITÀ CATTOLICA del Sacro Cuore

Undergraduate programmes 3 STEP



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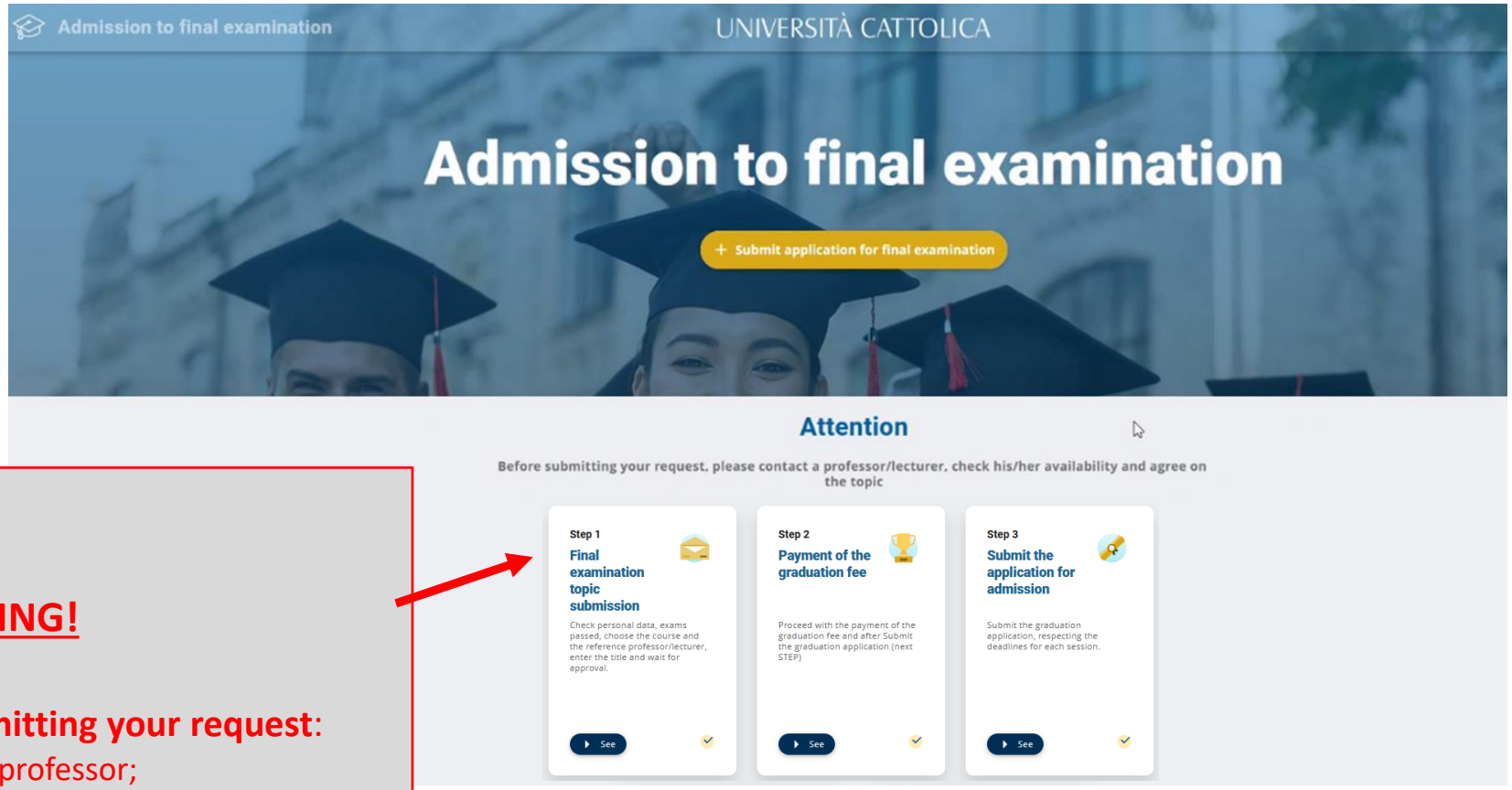
GRADUATION PORTAL - Admission to final examination



WARNING!

Before submitting your request:

- contact a professor;
- check his/her availability;
- agree on a topic.

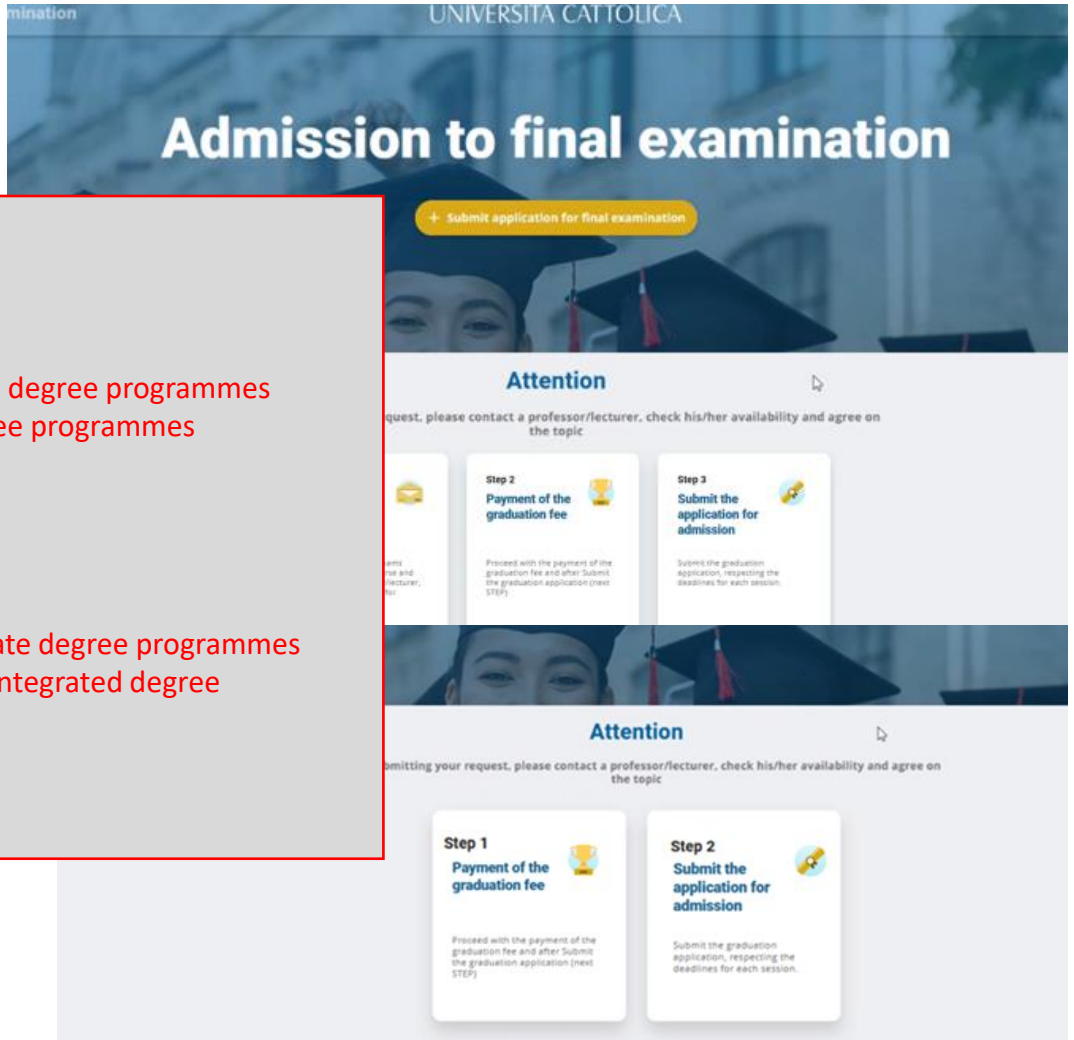
GRADUATION PORTAL - Admission to final examination

A. Pay the graduation fee

- **Step 1** Undergraduate degree programmes
- **Step 1** Graduate degree programmes

B. Submit the application

- **Step 2/3** Undergraduate degree programmes
- **Step 2** Graduate and integrated degree programmes



FINAL EXAMINATION - Submission of application for admission

UNIVERSITÀ CATTOLICA del Sacro Cuore

SUBMIT THE TOPIC (if required)

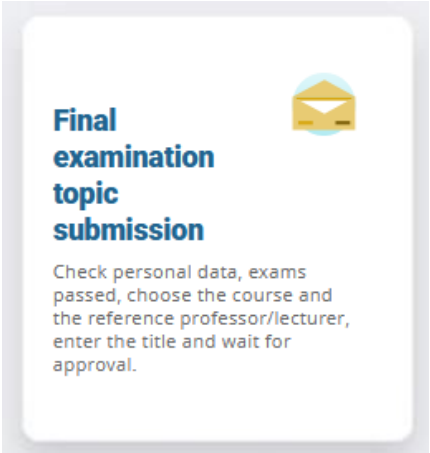
A. Verify your personal data and home address

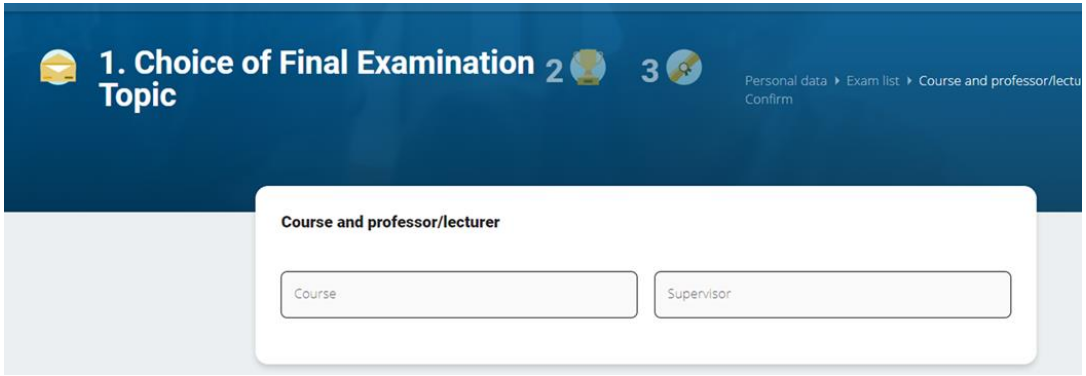
B. Indicate the address where to send your certificate if it is different from your home address.

C. Choose the course and the professor

D. Indicate the topic/title of the final examination

E. Forward the application to your professor for approval and wait for an answer



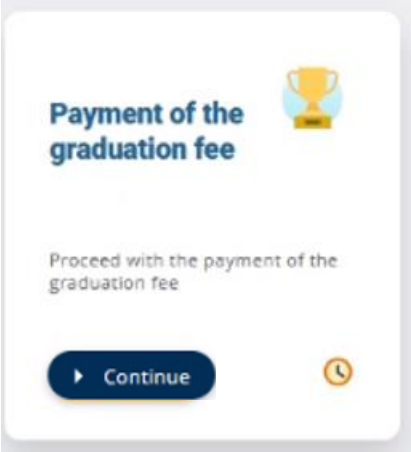


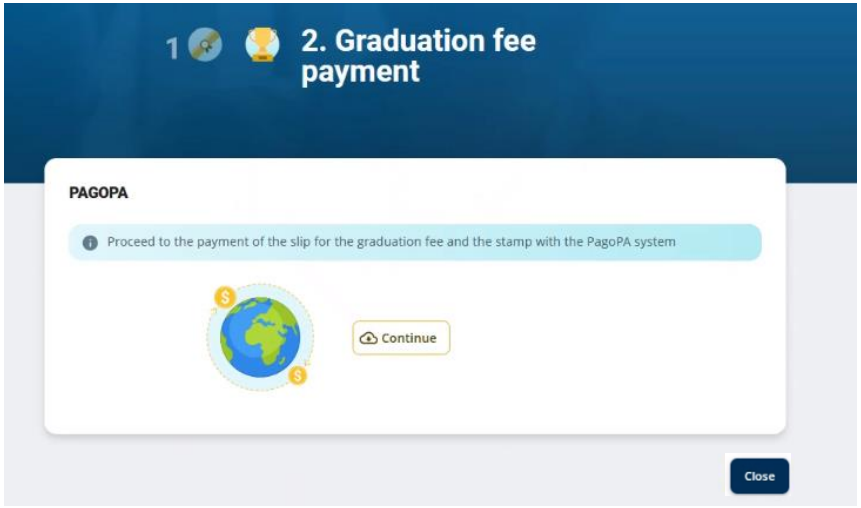
FINAL EXAMINATION - Submission of application for admission

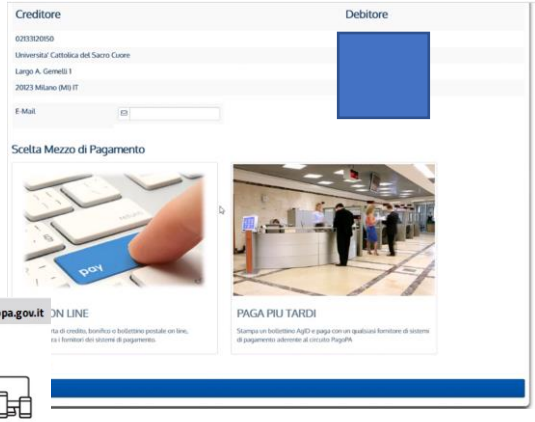
PAY THE GRADUATION FEE

A. Make the payment of the graduation fee (*) **and the stamp duty** (16,00 euro) **through PagoPA by the deadline**

(*) it is inclusive of the graduation certificate and any extraordinary operating cost







FINAL EXAMINATION - Submission of application for admission

UNIVERSITÀ CATTOLICA del Sacro Cuore

SUBMIT THE APPLICATION

A. Verify your personal data and shipping address

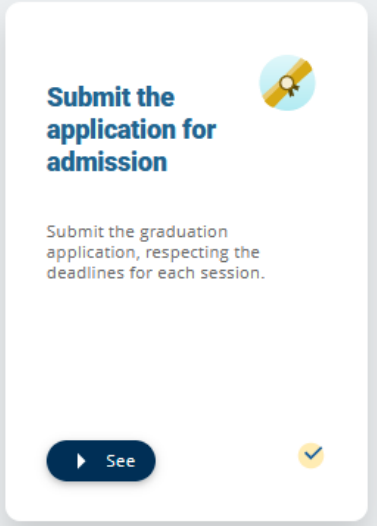
   If you want to receive your final examination certificate (parchment) at a different address from the one present in our archives, please remember to specify it in this area.

B. Confirm or change final examination title

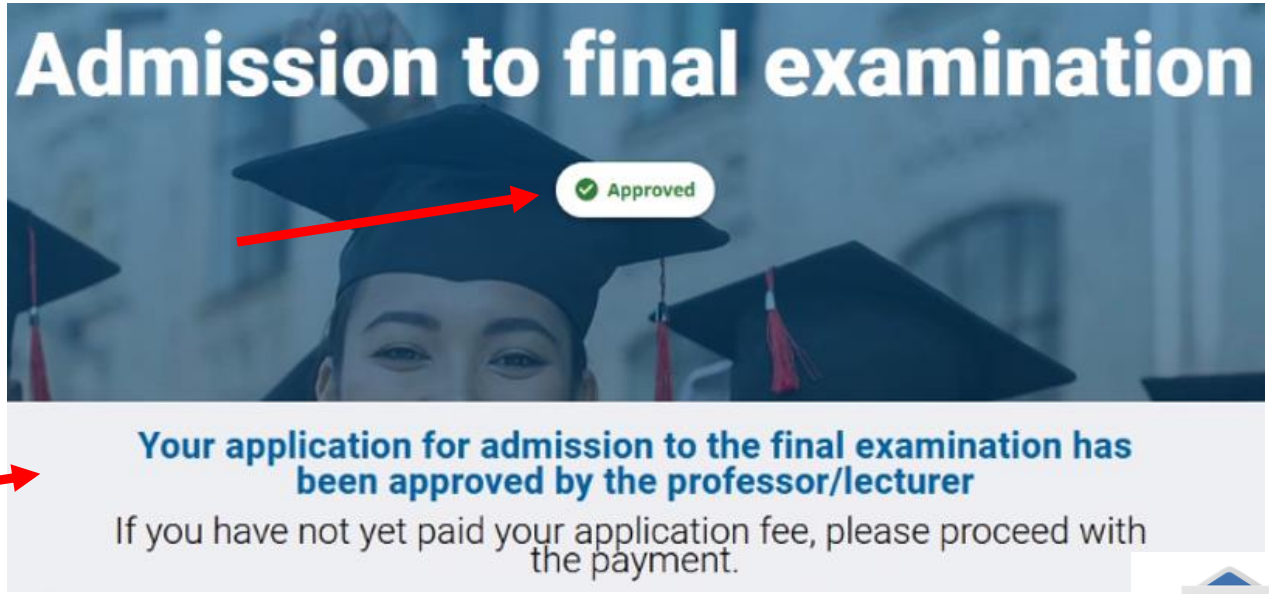
C. Read and accept Final requirements

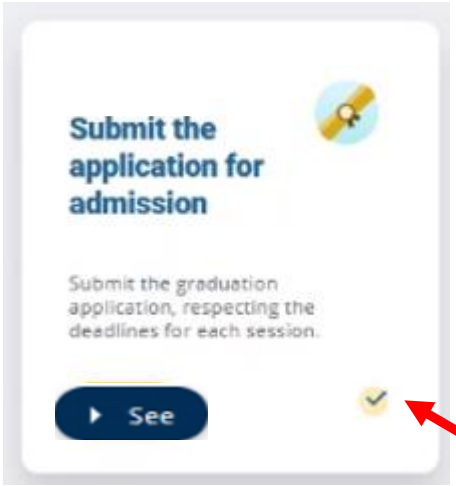
D. Choose Thesis consultation mode

E. Forward the application to your professor/lecturer for approval and wait for an answer



FINAL EXAMINATION- Checking the result of the admission application





A confirmation email will also be sent to your @icatt.it mailbox.

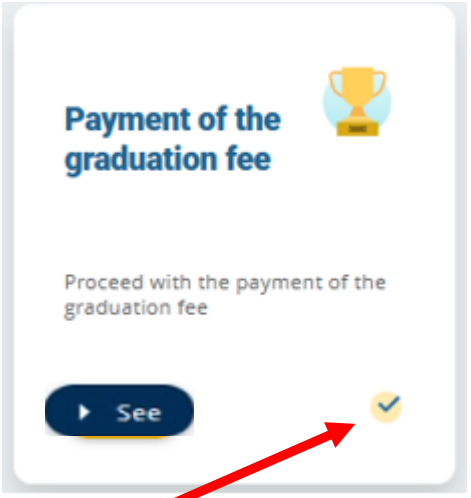
OGGETTO: Conferma domanda di laurea

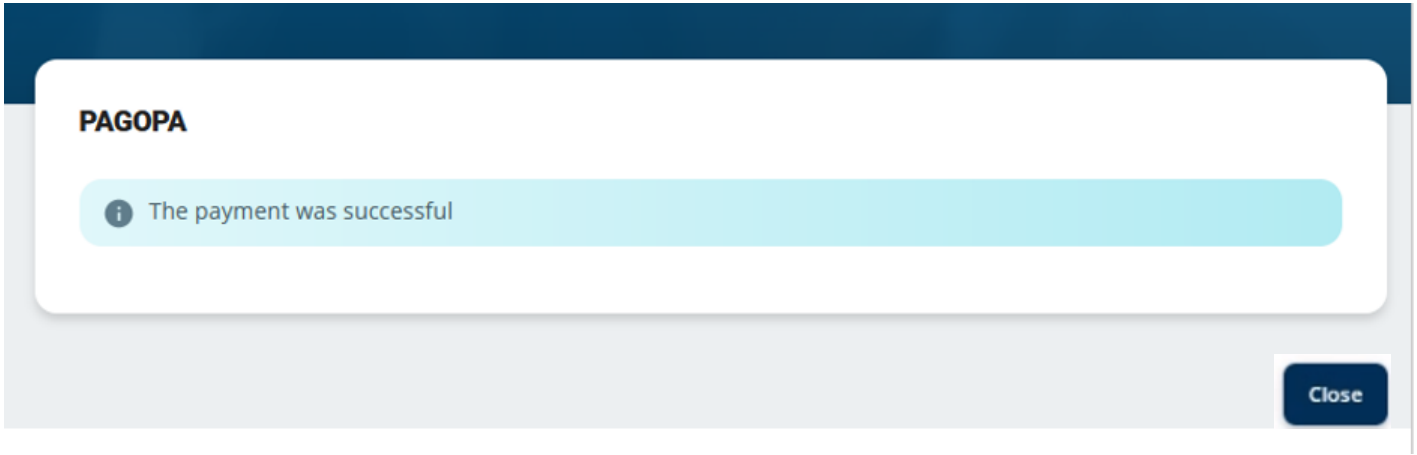
Gentile Studente/ssa,
La tua domanda di laurea è stata accettata.
Se non hai ancora effettuato il pagamento del contributo dovuto per la tua seduta di laurea, accedi nuovamente alla Procedura ammissione prova finale e segui le indicazioni.

Dear student,
your application for graduation has been accepted. Go back to the Final Examination Admission Procedure and follow the instructions for paying the fee due for your graduation session.

FINAL EXAMINATION - Checking your payment status

Payment has been made and has been automatically registered in the university's management systems



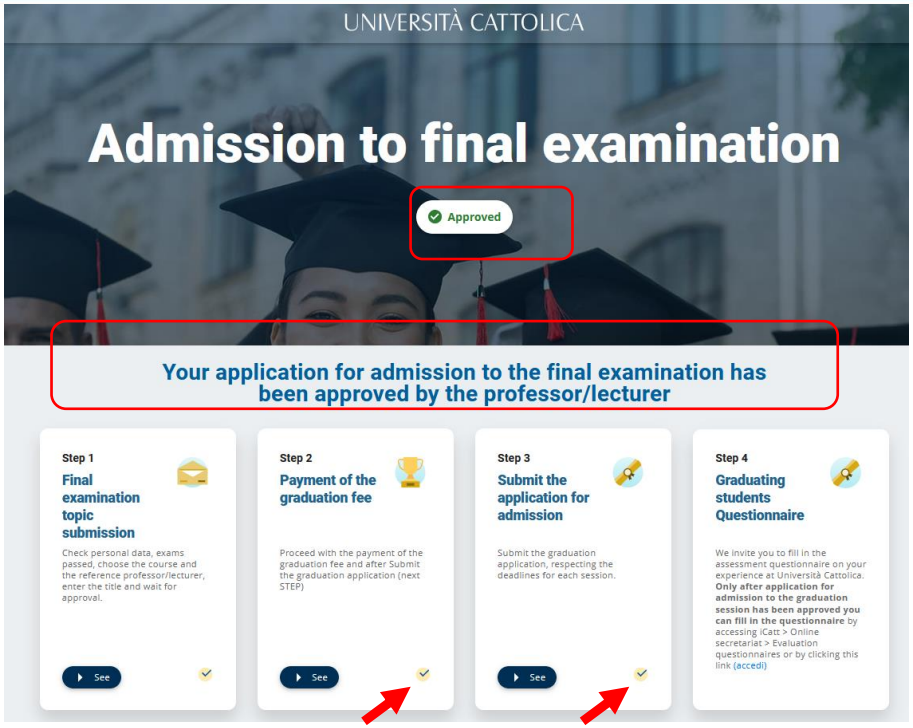


FINAL EXAMINATION - Application finalized

Checking requirements

By accessing the portal you can check whether all the requirements have been met:

- ✓ Application accepted/authorised by the professor
- ✓ Payment of the graduation contribution fee Made



Wait for the convocation that you will receive via iCatt approximately 10 days before the planned date for graduation.

FINAL EXAMINATION - Application finalized

At the end of the procedure:

- ✓ **Application accepted/authorised by the professor**
- ✓ **Payment of the graduation contribution fee made**

You will receive an automatic confirmation email

OGGETTO: Conclusione Presentazione domanda di laurea

Gentile PAOLO ROSSI,
La tua domanda di laurea è stata approvata dal docente e il pagamento del contributo dovuto per la tua seduta di laurea è andato a buon fine.
Hai compiuto tutti gli adempimenti previsti
Riceverai la convocazione esclusivamente attraverso la pagina Personale Icatt circa 10 gg prima della data prevista per la laurea.

(Segreteria online - prova finale

Dear Student PAOLO ROSSI,
Your graduation application has been approved by the professor and the payment of the contribution due for your graduation session has been successfully completed.
You have completed all the required steps.
You will receive the invitation exclusively through your personal iCatt page bout 10 days before the date scheduled for graduation.

(Segreteria online - final examination)

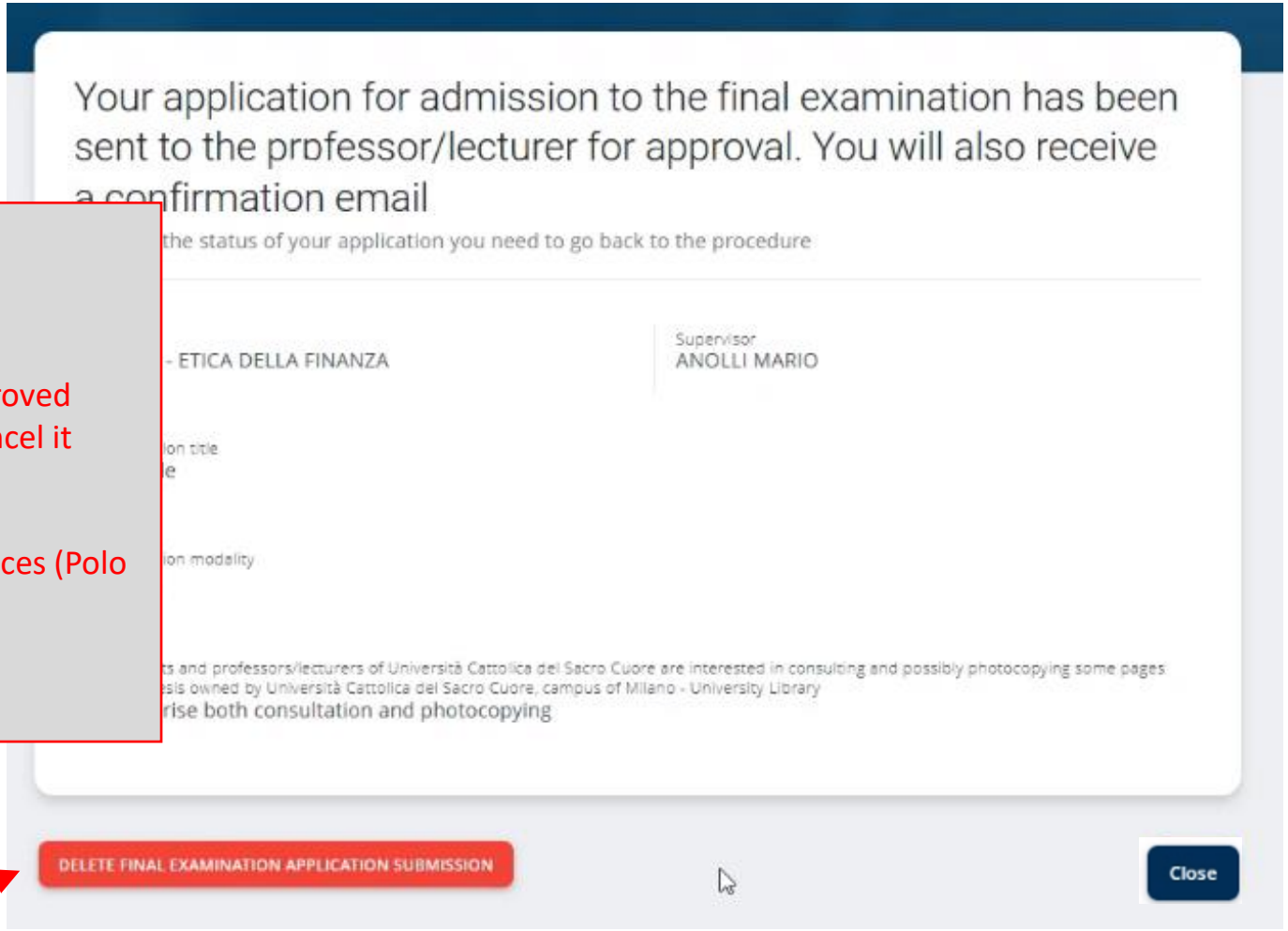
Wait for the convocation that you will receive via iCatt approximately 10 days before the planned date for graduation.

FINAL EXAMINATION- Cancellation of application

WARNING!

If the professor has already approved your application, you cannot cancel it yourself.

Please contact the Student Services (Polo Studenti) via iCatt.



FINAL EXAMINATION - Notifications

You will receive an automatic notification on your @icatt.it mailbox with the result of approval/rejection or the conclusion of the activities related to the submission of the final examination application.

Please note:

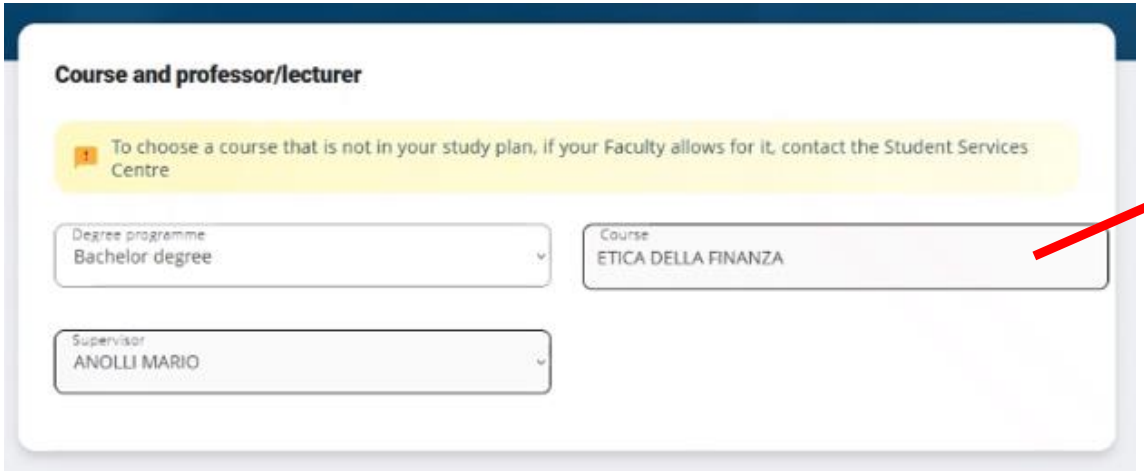
The notification is automatically generated from a no-reply e-mail address.

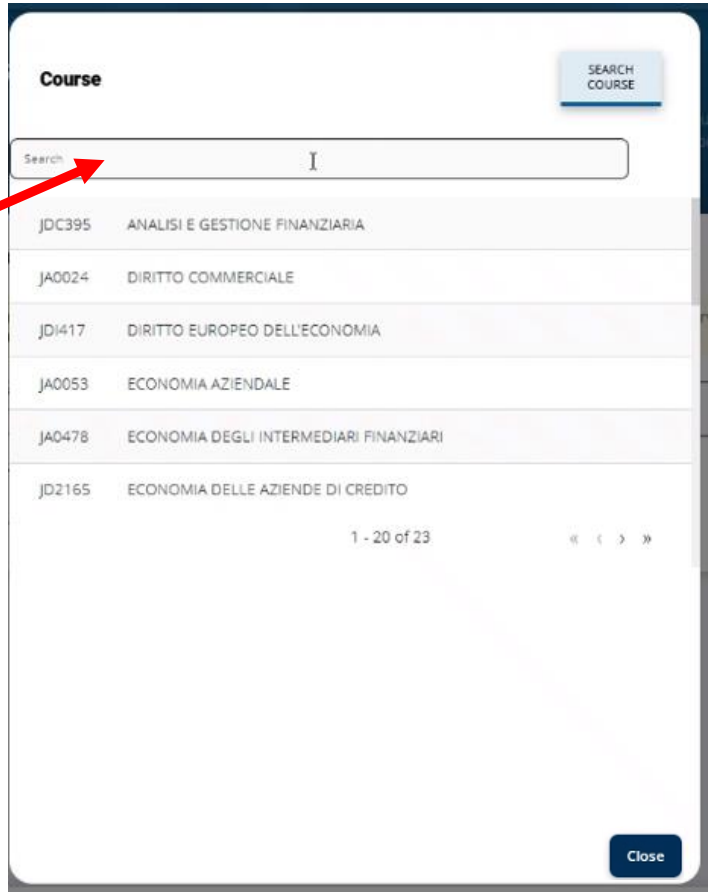
<u>It is not possible to reply to this email because the box is not monitored</u>.

If you have any problem contact the Student Services (Polo studenti) Area Esami e prova finale (Exams and Final Examination Area) using **iCatt** Home Page > REQUEST FOR INFORMATION

*Refer to LEZIONI, ESAMI E PROVA FINALE (LESSONS, EXAMS AND FINAL EXAMINATION)

FINAL EXAMINATION - Course selection



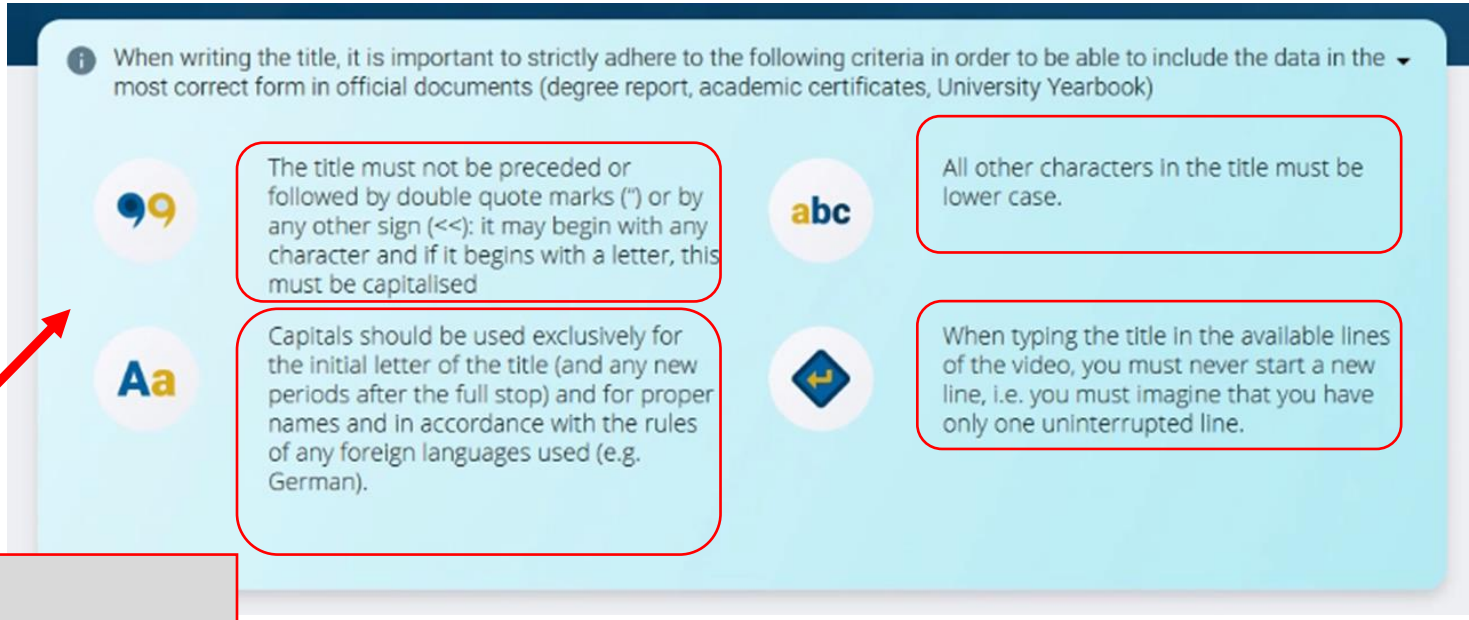


GRADUATE DEGREE

If you are a graduate degree programme student, and you have attended an undergraduate degree programme at Università Cattolica, you will also find the courses of your previous career in the list of courses.

N.B. If provided for by your Faculty.

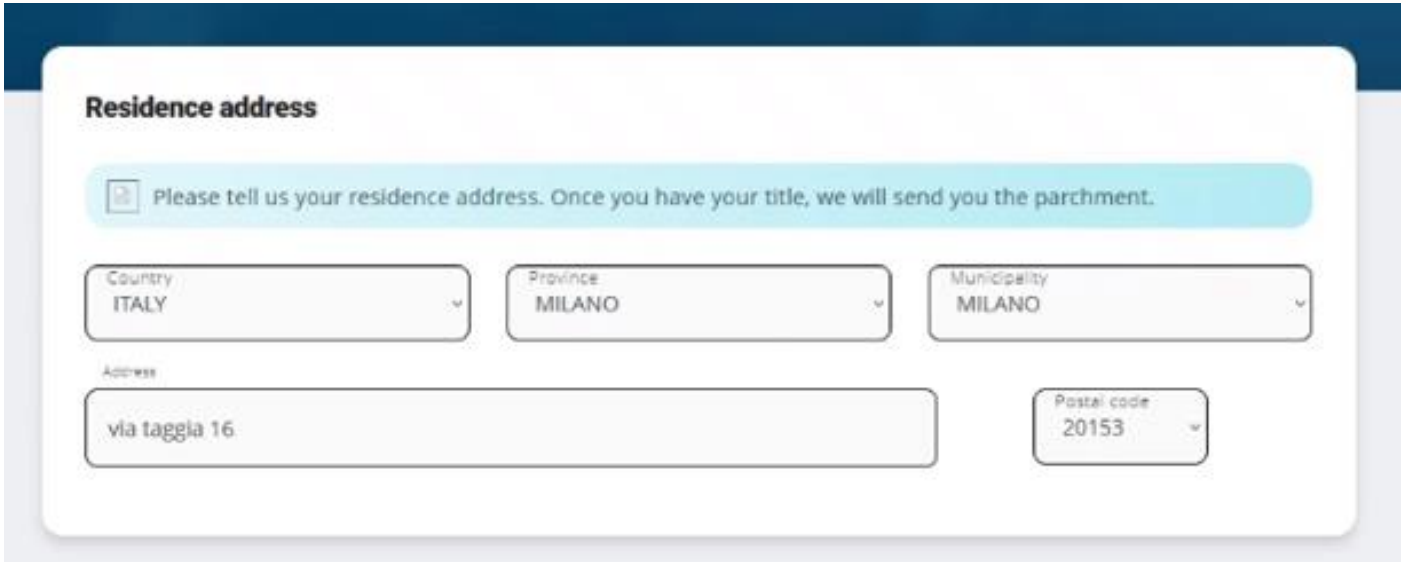
FINAL EXAMINATION – Dissertation title



WARNING!

Enter the title respecting the rules indicated.

FINAL EXAMINATION – Address for sending the certificate



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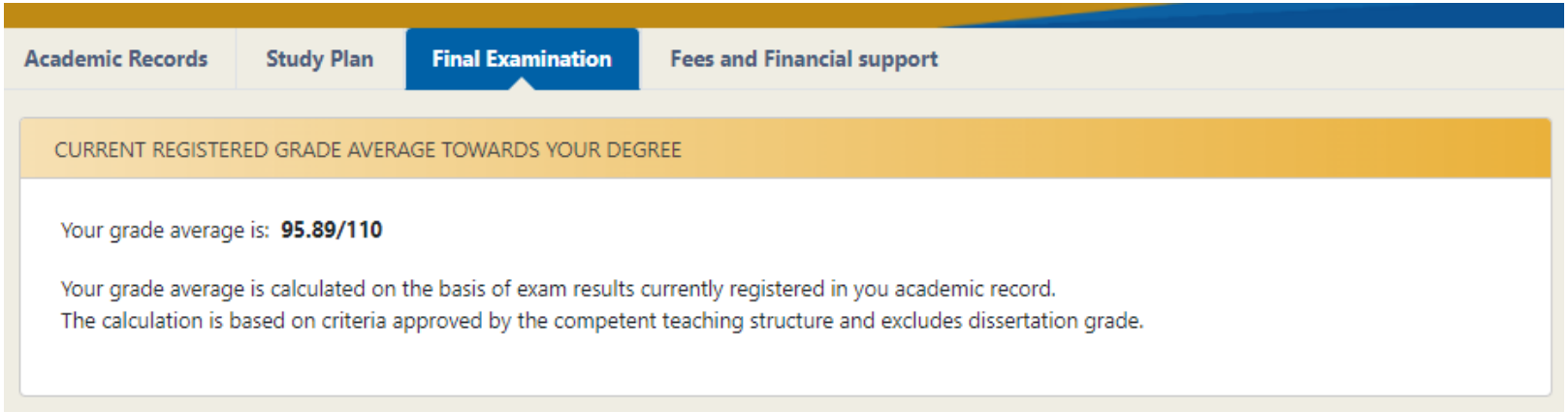
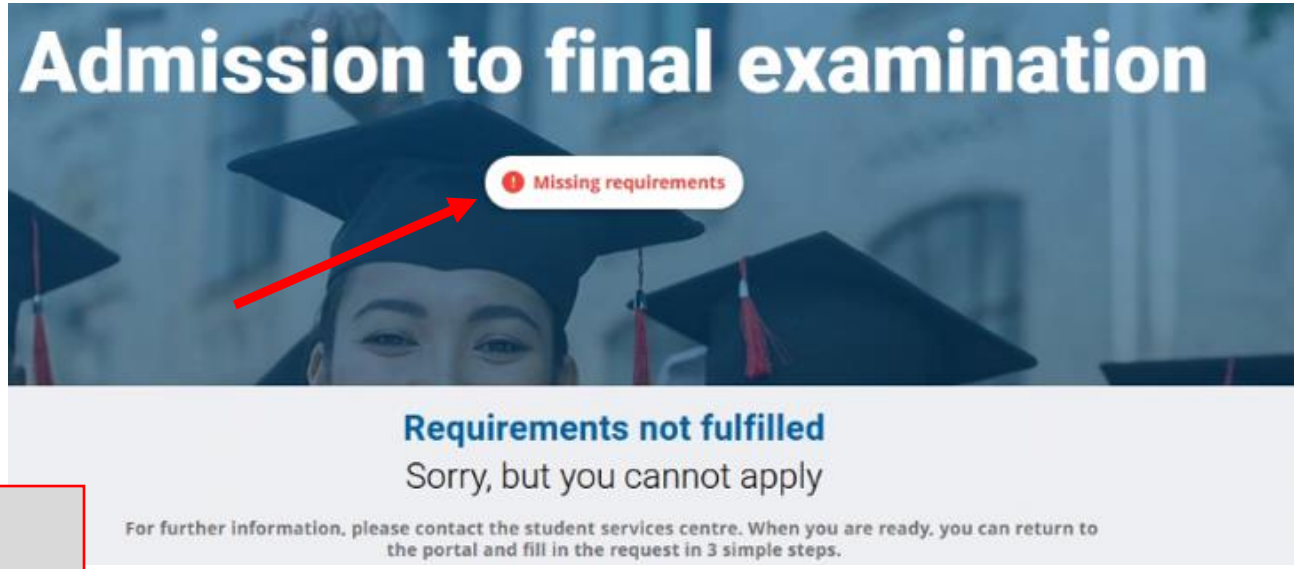
FINAL EXAMINATION – Final mark



GRADE AVERAGE

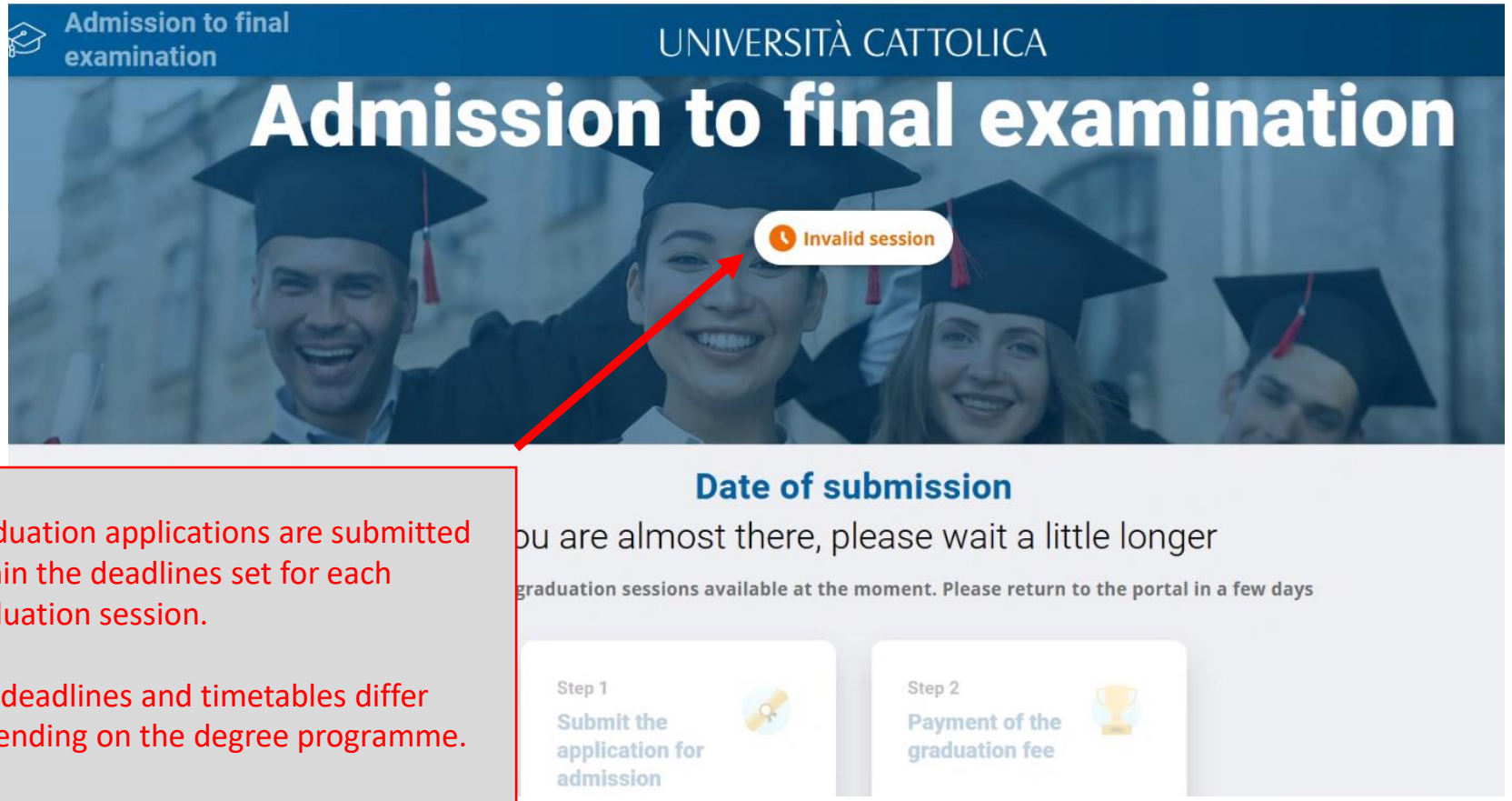
Once the application has been approved by the professor, iCatt will display the following information CURRENT REGISTERED GRADE AVERAGE TOWARDS YOUR DEGREE

FINAL EXAMINATION – Application rejected due to missing requirements



You do not meet the necessary curricular requirements

FINAL EXAMINATION – Application out of time (early/late)

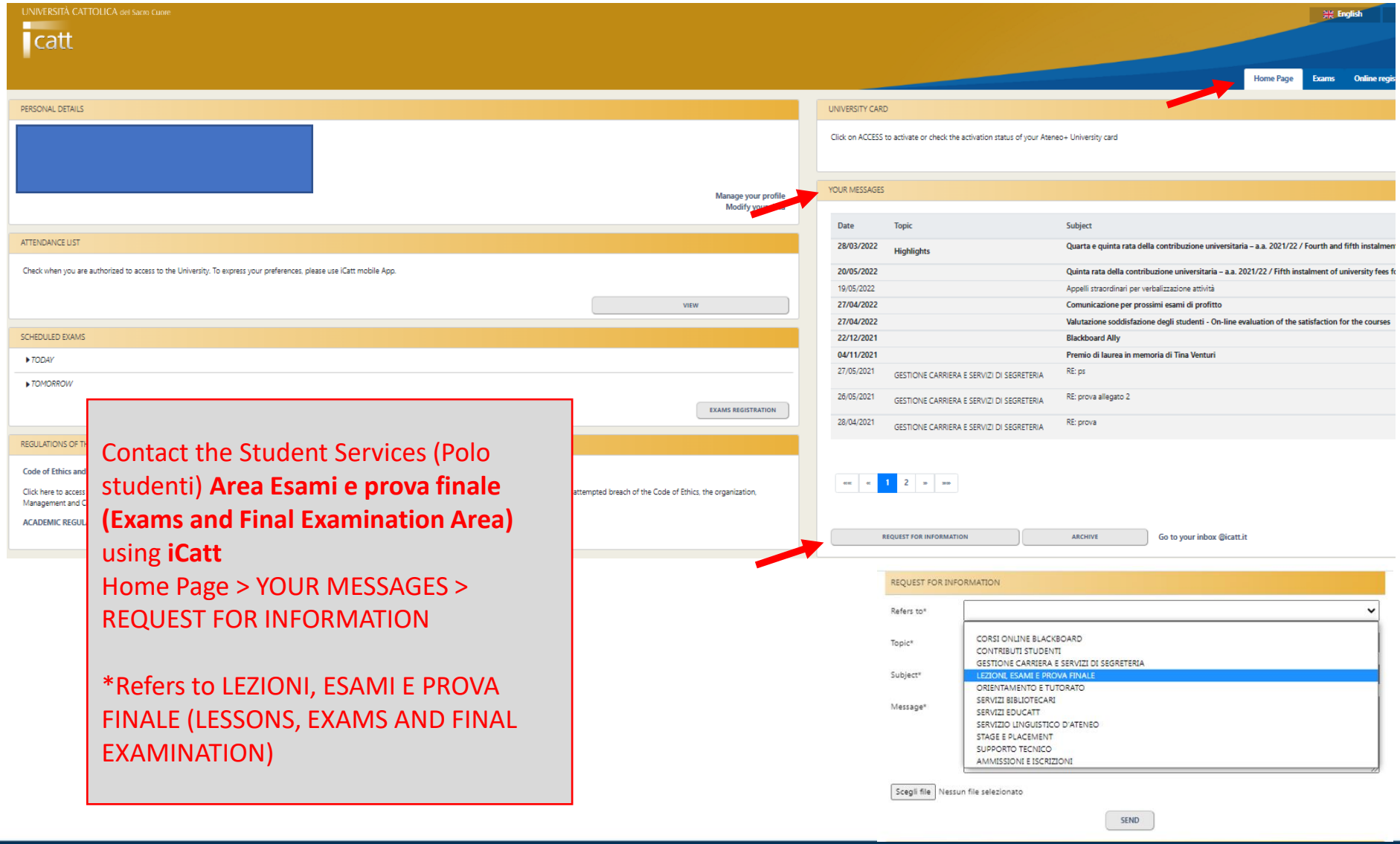


Graduation applications are submitted within the deadlines set for each graduation session.

The deadlines and timetables differ depending on the degree programme.

Please consult your degree programme website to find out the deadlines.

FINAL EXAMINATION - In the event of any issues



Contact the Student Services (Polo studenti) **Area Esami e prova finale (Exams and Final Examination Area)** using **iCatt**
Home Page > YOUR MESSAGES > REQUEST FOR INFORMATION

*Refers to LEZIONI, ESAMI E PROVA FINALE (LESSONS, EXAMS AND FINAL EXAMINATION)