Enrolment Portal GUIDELINES

Undergraduate and integrated degree programmes

TRANSFER FROM ANOTHER UNIVERSITY, SECOND DEGREE, CAREER RESUMPTION

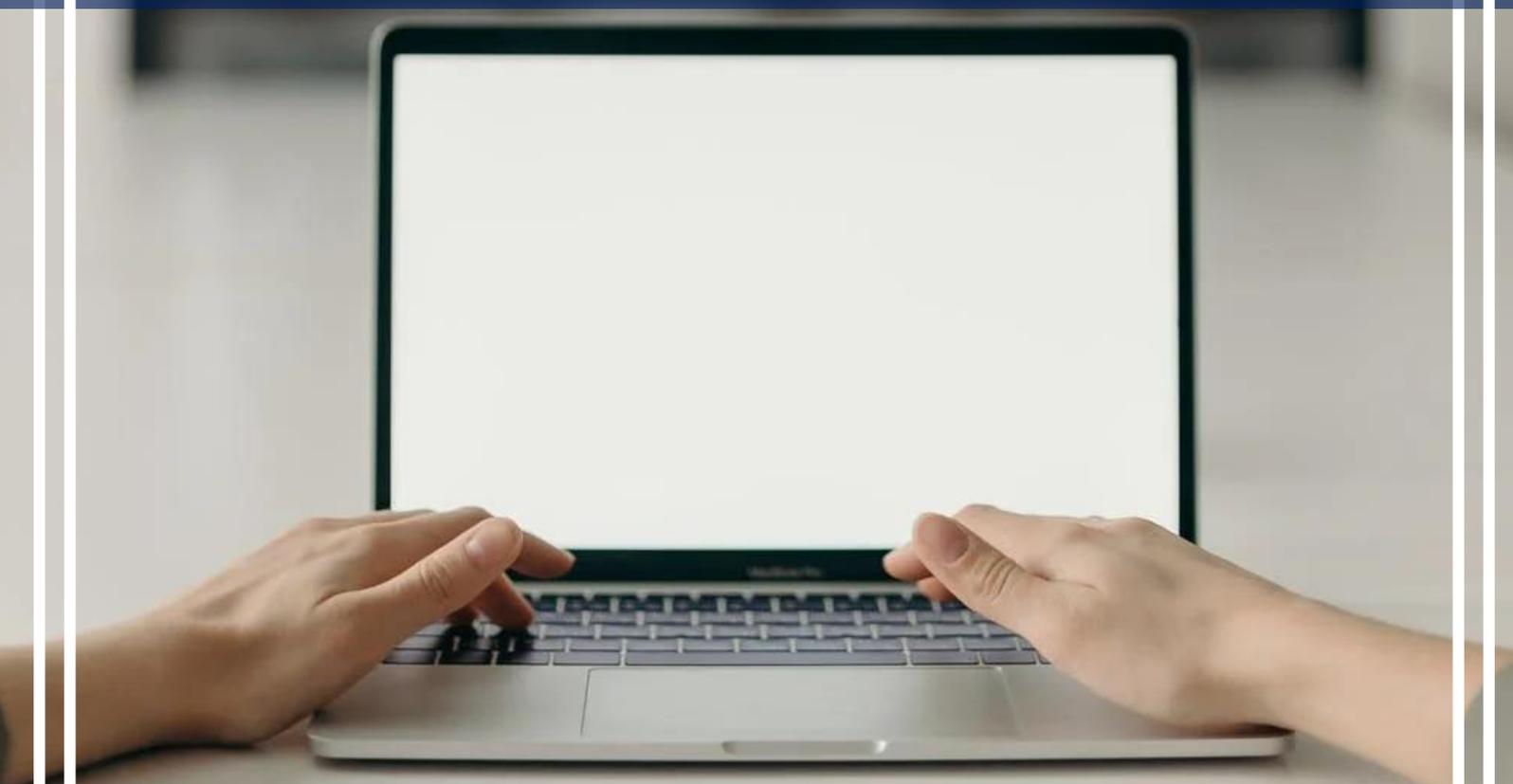# TABLE OF CONTENTS

PROGRAMME APPLICATION

Candidates must access the Enrolment Portal.

To access the Portal, please use the following link: https://iscrizioni.unicatt.it/iscrizioni

The following screen appears:

Enter user and password ⓘ

User

Password 👁

SIGN IN   LOG-IN

Click «REGISTER» or «LOG-IN».

| New candidate / Former UC student (with an interrupted academic career) | SIGN IN | to get your log-in credentials |
| UC Student / UC graduate student | LOG-IN | using the log-in credentials of Icatt |
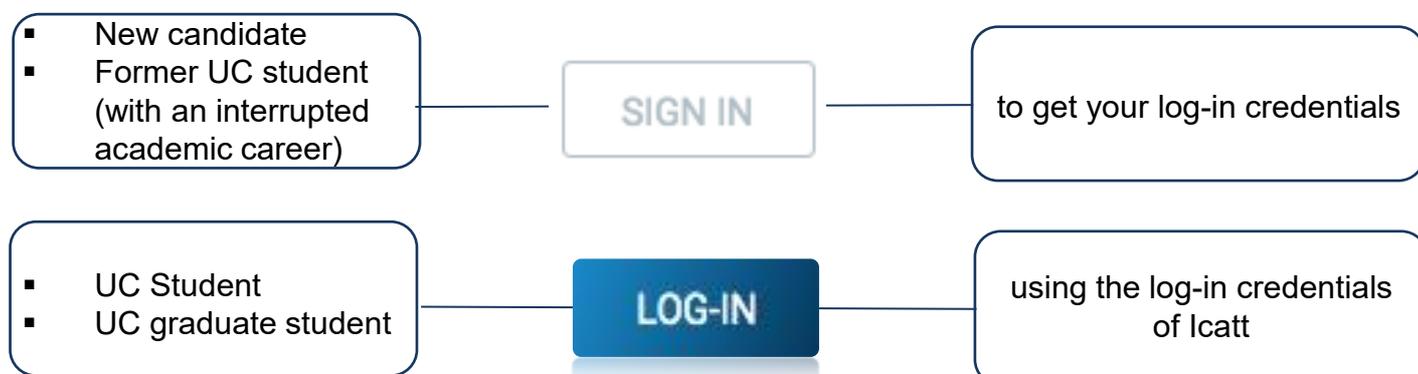
PROGRAMME SELECTION

Select 'Undergraduate and integrated degree programmes', choose the campus and the academic year. All the programme cards are shown: select the one you are interested in. Use the "SEARCH AND FILTER" function.

The card gives some information about the programme. Before starting the procedure, please read carefully the Programme Admission Regulations, Specific procedures for Transfer from Another University, Second Degree, and Career Resumption.
To start the registration procedure click "APPLY" below.

The number of places available in the first year of the course is important, but you should always take into account the admission deadlines.

CHOICE OF APPLICATION MODALITY

It is necessary to select one of the 5 typologies of application available: each of these involves a specific procedure. The present guidelines show the procedure to follow for **a transfer from another degree programme within Università Cattolica.**

First-time enrolment: this is the first time you are applying for an undergraduate degree programme.

Those who withdrew from studies without passing any exams in their previous academic career are included in this category.

Internal transfer:

You are currently enrolled in a programme at Università Cattolica, but wish to change to another of the same level, still held at Università Cattolica.

Second degree: You already have an undergraduate degree.

Resumption of studies: you were enrolled in a degree programme at Università Cattolica or another university and wish to resume your interrupted studies.

Transfer from another university: you are currently enrolled in an undergraduate, integrated or graduate degree programme at another university and wish to enrol at Università Cattolica.

PROFILE DETAILS

| PRIVACY DATA | PERSONAL DATA | QUALIFICATION | EXTRA-CURRICULAR CERTIFICATIONS | DOCUMENTATION CERTIFYING SEN/SLD/DISABILITY |

Read carefully what it is indicated in this section and give consent to the personal data processing where required.

| PRIVACY DATA | PERSONAL DATA | QUALIFICATION | EXTRA-CURRICULAR CERTIFICATIONS | DOCUMENTATION CERTIFYING SEN/SLD/DISABILITY |

Enter your personal data, e-mail and mobile phone number. Residence and domicile can be changed at any time.

| PRIVACY DATA | PERSONAL DATA | QUALIFICATION | EXTRA-CURRICULAR CERTIFICATIONS | DOCUMENTATION CERTIFYING SEN/SLD/DISABILITY |

Enter the details of your high-school diploma.

Diploma di Scuola Superiore

Status * In progress

Qualification system * ● Italian ○ International

Qualification year * 2022

Qualification track * LICEO CLASSICO

Institution country * ITALY

Province of institution * MILANO

Municipality of institution * MILANO

Institution * MANZONI - LICEO CLASSICO

Grade / Grade ☐ Honours

* Required field   CANCEL SAVE

If you have, or you are going to obtain a **diploma abroad** which is not equivalent to the Italian high-school diploma, please contact the International Admissions Office (international.admissions@unicatt.it) because you will have to follow a different registration procedure.

If you have not obtained your diploma yet, you must indicate it as «**In progress**» and the field «**Grade**» must be left empty.

If you have obtained your high-school diploma, you must indicate it as «Achieved» and enter the grade.

| PRIVACY DATA | PERSONAL DATA | QUALIFICATION | EXTRA-CURRICULAR CERTIFICATIONS | DOCUMENTATION CERTIFYING SEN/SLD/DISABILITY |

Fill in this section if you are a student with disability/SLDs/ other SENs and upload the relevant documentation.

PROFILE COMMPLETION

Upload your curriculum / programme of study

Qualification
ARCHEOLOGIA E STORIA DELL'ARTE

Course/curricular activity
Course

Course / curricular activity title

Field of Study
...

CFU   Grade   /   Grade

☐ Honours ☐ Passed   Date
gg / mm / aaaa

☐ Approved

CANCEL   SAVE

The correct indication of Scientific Disciplinary Sectors (SSD) and University Educational Credits (CFU) is essential for the verification of curricular requirements. Make sure they match those listed in your study plan.

⚠ If a course is associated with more than one SSD, you must enter the course multiple times, indicating the different SSDs and CFUs while keeping the same grade and completion date.

If the course has not yet been taken or officially recorded, leave the "Grade" and "Date" fields blank.

The "Approved" box should be selected only if you are entering an exam taken and validated from a previous academic career. It is not the same as "recorded".

Click "SAVE" and proceed with the next course. Repeat this operation for all the courses in your curriculum studiorum.

| PRIVACY DATA | PERSONAL DATA | QUALIFICATION | EXTRA-CURRICULAR CERTIFICATIONS | DOCUMENTATION CERTIFYING SEN/SLD/DISABILITY |

Indicate any extracurricular certifications you hold (IT, language, or work-related). This section is common to all degree programmes, but it is relevant for admission only for some programmes (see the Programme admission procedures).

VERIFICATION OF CURRICULAR REQUIREMENTS

After entering your personal details and academic background, this notice will appear.

By continuing, you will begin the verification of curricular requirements process.

The verification of requirements is an automated procedure that assesses, by examining your previous academic career, how many credits could be recognised for enrolment in the course of interest.

This is indicative information, the result of an automatic SSD-credit matching process between your previous academic career and the study plan of the desired course. The official assessment is carried out by a special Faculty committee, which will take place once the preliminary investigation procedure has been initiated and the place has been reserved.

Wait for the verification result, which will be available after a few minutes by refreshing the page. The result can be viewed by clicking on the "PDF" icon and will be sent to your email address. Then click on the "START APPLICATION" button at the bottom left:

DOCUMENTATION UPLOADING

Upload the following documents:

- PASSPORT PHOTO

- IDENTITY DOCUMENT (front and back)

- FISCAL CODE

- RESIDENCE PERMIT (mandatory for non-EU citizens)

Some courses may request the upload of:

- REPORT CARDS

- ENGLISH LANGUAGE CERTIFICATION/ COMPUTER CERTIFICATION/ WORK CERTIFICATION

- STUDY-PLAN SELF-CERTIFICATION (mandatory for internal transfers, transfers from another university, resumption of studies and second degrees)

- COVER LETTER IN ENGLISH
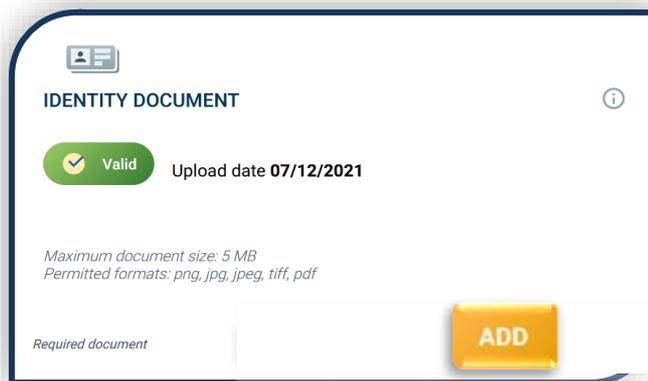
To upload a document click **'ADD'** and select the file. Each document must be uploaded as a single file. Uploading multiple files will overwrite them.

IDENTITY DOCUMENT

✓ Valid   Upload date **07/12/2021**

Maximum document size: 5 MB
Permitted formats: png, jpg, jpeg, tiff, pdf

Required document   **ADD**

If you successfully uploaded all the documents, the document status becomes:

🕐 **Uploaded**

DOWNLOAD DOCUMENT

Documents must be readable and complete. The identity document and fiscal code must be uploaded front and back. We advise you to always click «**DOWNLOAD DOCUMENT**" to check what you have uploaded.

Once all the documents indicated as '**mandatory**' have been uploaded, the '**CONTINUE**' button appears. Continue the procedure without waiting for the documents to be validated.
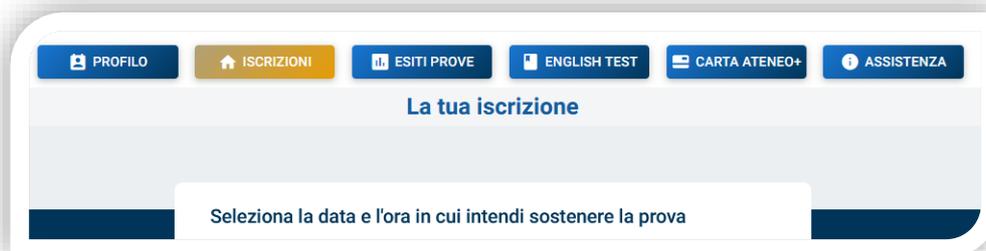
CONTINUE

So it is normal that the overall status of the documentation is **'VALIDATING'**.

📄 Profile documentation: **VALIDATING**

ADMISSION TEST REGISTRATION

If admission to the programme requires passing an admission test, after uploading all the required documents, select the date on which you wish to take the test, even if only one date is available.

Then click «PagoPA» and make the payment of the test fee:

Confirmation of payment takes place within 24 hours of the payment itself, normally only a few minutes.

Confirmation of registration for the test takes place when the status of the application is «**You are registered for the admission test**».

Make sure that you have correctly uploaded the documents that provide additional points. If these remain marked as "Not valid", you will still be able to take the test, but without the related points.

ADMISSION INTERVIEW REGISTRATION

If admission to the programme requires passing an admission interview, after uploading all the required documents, select the date on which you wish to take the interview, even if only one date is available. The interview will be held via Microsoft Teams.

📅 Interview date	CHANGE
📄 DOCUMENTATION IN PROCESS OF VALIDATION	CHANGE

If you wish to change the date of the interview, you can click «CHANGE» and choose another one, subject to availability of places, within the registration deadline.

🏠 Registered for interview

The status of your application is '**Registred for interview**": your application for an interview is completed.

By the day before the interview, you will receive an invitation to join the Teams meeting on the scheduled date and time.

Make sure that you have correctly uploaded the documents that provide additional points. If these remain marked as "Not valid", you will still be able to take the test, but without the related points.

ACCESS TO THE RANKING LIST

If admission to the programme involves a ranking list, after uploading all the documents indicated as mandatory, click "CONTINUE".

APPLICATION   0387623   01/12/2024   3AWE

FACOLTA' DI SCIENZE BANCARIE, FINANZIARIE E ASSICURATIVE

ECONOMIA DEI MERCATI E DEGLI INTERMEDIARI FINANZIARI- - FINANCE -TAUGHT IN ENGLISH

🏛 THREE-YEAR DEGREE

🏠 You are in the ranking list

⊕ English

📍 Milano   ● Places available

ENTER   📄

The status of your application is **"You are in ranking list"**: your application to the ranking list is completed.

📄 DOCUMENTATION IN PROCESS OF VALIDATION   CHANGE

⚠ Not all uploaded documents will be validated before the ranking list is published, so the overall status of the application may remain "Under evaluation".

Wait for the results to be published on the programme's page.

PLACE RESERVATION

After uploading all the required documents, click the "CONTINUE" button and **you can reserve your place**. If you have taken part in an interview, an admission test, an entry assessment or a ranking procedure, wait for the outcome.

If the outcome is positive, you may proceed with reserving your place. Proceed with the payment of the **first instalment** of university fees and **administrative charges** via PagoPA. Wait for the payment to be successfully completed: the status of your enrolment will change to "Completion of assessment".

Print and complete the Assessment Request Form, click "CONTINUE" and upload it in the dedicated section

If the documentation is valid, the application will move to "**Wait for approval**", and you will need to wait for the official evaluation by the Faculty Committee, which will determine which exams will be recognised and the year of admission.

If you are transferring from another university, you may take additional exams in your current programme until you submit the transfer request to your home university, and in any case within the deadline specified in the Specific Procedures for Transfer from Another University, Second Degree, and Career Resumption.
Only at that point will the Faculty Committee examine your curriculum studiorum.

The Committee's decision will be notified to you by email, and the application status will change to "**Decision notified**".

ENROLMENT

Once the decision has been notified, the payment of the first instalment has been confirmed, and all documents are valid, the application will move to "Upload enrolment documents", and it will be possible to complete the enrolment by uploading the following documents:

1. **BAPTISM CERTIFICATE** (not required for UC graduates)

2. **ENROLMENT APPLICATION**, completed and signed

To upload the enrolment documents, click on the "Documents" icon:

If the upload has been successful, the document status will change to: **Uploaded**

The result of the validation can be: **Valid** or **Not valid**

When a document is marked as "Not valid", you will find the reason in the notes below the document, and you will receive an email notification. The document must be uploaded again as soon as possible. To access the document upload section, click the "ENTER" tab. Enrolment is considered completed once the enrolment documents have been validated. You will then be able to download the Enrolment Receipt.

BADGE

About one month after the positive validation of your enrolment documents, you will receive the **BADGE Carta Ateneo**+ at the address indicated on the Admissions Portal (see the "Carta Ateneo+" tab).

CONTACT US

If you need help to use the Enrolment Portal, contact us through the **HELP** button within the portal, or have a look at the **FAQ**.

If you have questions or you need clarifications, contact us through **THIS FORM** choosing the topic of your interest.