



UNIVERSITÀ  
CATTOLICA  
del Sacro Cuore

# Enrolment Portal GUIDELINES

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Undergraduate and integrated degree programmes

**TRANSFER FROM ANOTHER DEGREE  
PROGRAMME WITHIN UNIVERSITÀ CATTOLICA**



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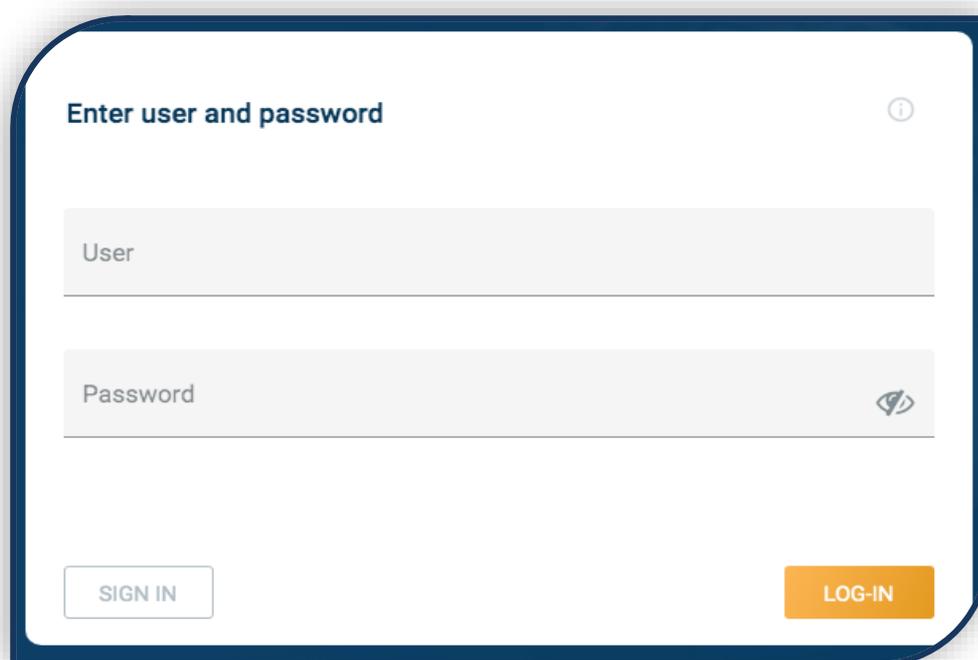
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# PROGRAMME APPLICATION

Candidates who wish to transfer to a programme within Università Cattolica, must access the Enrolment Portal.

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

The following screen appears:



The screenshot shows a login form with the following elements:

- Title: Enter user and password
- Input field: User
- Input field: Password (with an eye icon for visibility toggle)
- Buttons: SIGN IN (light blue) and LOG-IN (orange)

Click 'LOG IN'.



## 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](#). 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 consider 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.

## REQUIREMENTS

After entering your personal details and academic background, this notice will appear. By continuing, you will begin the verification of curricular requirements process.



Click "Continue" to proceed with pre-requisite verification.

You will receive an email with the outcome of the verification, or you may view the outcome and download the pdf report in "Applications" by refreshing the page. Do you wish to proceed?

The verification of requirements is an automated procedure that assesses; by examining your previous academic career, how many credits could be recognised for enrolment during 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:



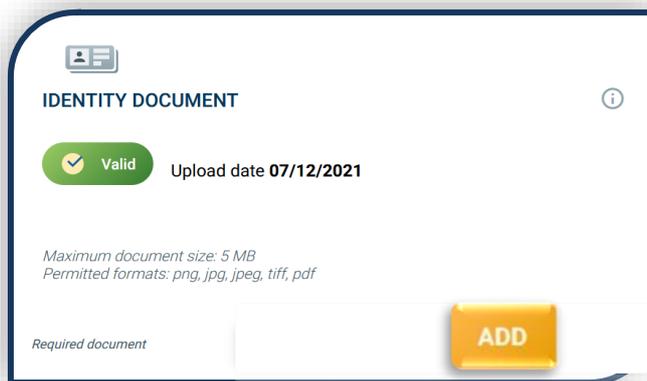
# DOCUMENTATION UPLOADING

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.

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.



The screenshot shows a user interface with two rows. The first row has a calendar icon, the text 'Interview date', and a blue 'CHANGE' button. The second row has a document icon, the text 'DOCUMENTATION IN PROCESS OF VALIDATION', and a blue 'CHANGE' button. A callout box with an arrow points to the 'CHANGE' button in the first row.

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.

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The status of your application is **“Registered for interview”**: your application for an interview is completed.

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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

 a.y. 2025/26  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”.

The screenshot shows a light blue interface with two rows. Each row contains a small icon of a document with a blue ribbon, followed by the text of the document name, and a 'PAGOPA' button on the right.

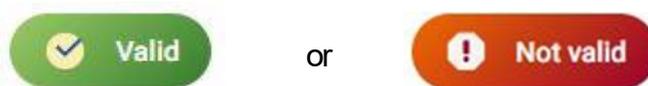
	Administrative Fees Slip	PAGOPA
	First Installment slip	PAGOPA

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

The screenshot shows a light blue button with a printer icon on the left, the text 'Assesment request form' in the center, and the word 'PRINT' in blue capital letters on the right.

The screenshot shows a white interface for uploading an 'ASSESSMENT REQUEST FORM'. It features a document icon, the title 'ASSESSMENT REQUEST FORM', and a 'Not uploaded' status. Below this, it specifies a maximum document size of 10 MB and lists permitted formats: png, jpg, jpeg, tiff, doc, docx, odt, pdf, p7m, mp4, mov, ogg, mpeg, avi, webm. A 'Required document' label is at the bottom left, and an 'ADD' button is at the bottom right.

At this point, the University will review the uploaded documents and issue a result



 **Your place will be reserved once the University has validated the uploaded Assessment Request Form.**

## ENROLMENT

To complete the programme transfer, click “PROCEED WITH THE TRANSFER” within the specified deadline.

### ATTENTION

In order to validate successful exams, only exams that have been taken and recorded in iCatt before clicking the "Continue with the transition" button will be assessed.

If you have yet to sit or mark any exams, DO NOT click "Continue with the transition" until they have been recorded in your iCatt career.

You must not register to and take exams until you have completed the transfer to the new degree programme after notification of the transfer resolution and enrolment has been completed.  
Any exam registrations made earlier will be automatically cancelled.

To complete the request for programme transfer, click on the "Continue with the transition" button.

By proceeding with the transfer, your career will be suspended and any registration to exam dates made earlier will be automatically cancelled ex officio.

The "Continue with the transition" button is enabled as of the end of July.

CONTINUE WITH THE TRANSITION



Click “PROCEED WITH THE TRANSITION” only after completing the exams you intended to take in your current programme. Once you proceed with the transfer, your academic record will be suspended.

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.

The Committee’s decision will be notified to you by email and the application status will change to “**Decision notified**”.

If the personal documents are valid, the application will automatically move to “**Upload registration documents**”. Print, sign and upload again the enrolment application and the transfer application; a €16 revenue stamp must be affixed to the latter. The procedure will end with the status “**Registration completed**”.



Request for internal transfer

PRINT



Request for enrolment

PRINT



The programme transfer is considered completed once the documents you have uploaded have been validated.



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## 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.