



UNIVERSITÀ
CATTOLICA
del Sacro Cuore

Online certificates

Description of the main features of the application

Online Certificates

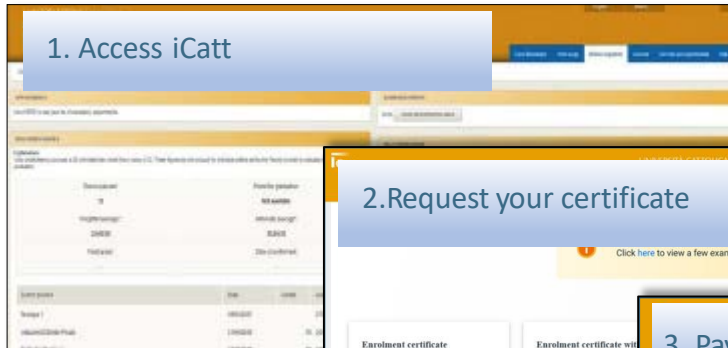
Application scope



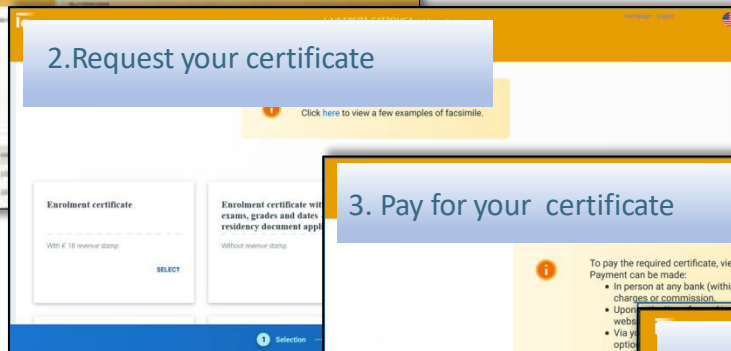
The online certificate system allows students to apply for and obtain a certificate relating to their career through a new application on the iCatt page, without going to the Student Services Centre.

Follow the steps below:

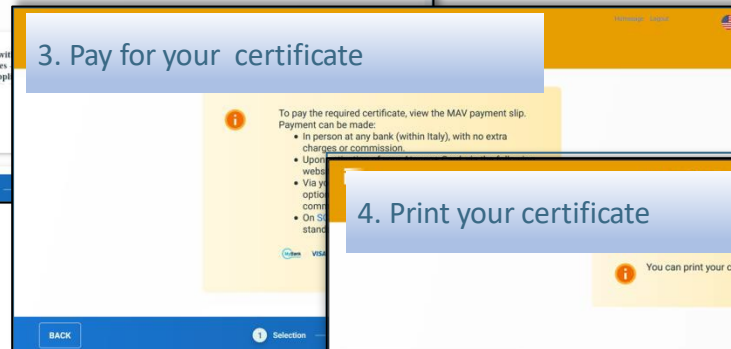
1. Access iCatt



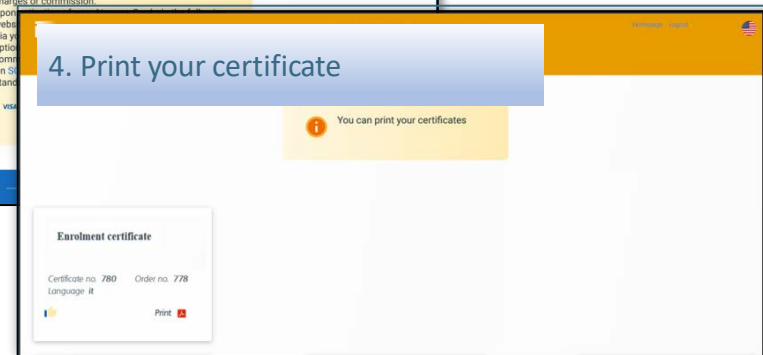
2. Request your certificate



3. Pay for your certificate



4. Print your certificate



In this experimental phase, this application can be used only for some types of certificate and only for **enrolled students** :
The certificates available upon request are:

1. Enrolment certificate
2. Enrolment certificate with exams, grades and dates
3. Enrolment certificate - for residency document application
4. Enrolment certificate with exams, grades and dates - for residency document application
5. Enrolment certificate - for scholarship/bursary application
6. Enrolment certificate with exams, grades and dates – for scholarship/bursary application
7. Statement of payment of tuition and university fees – academic year
8. Statement of payment of tuition and university fees –
9. Statement of all payments made to University

WARNING!

Certificates used abroad, in Italian and English, must be printed by the Student Services Centre and signed in original by special officials with signature deposited in the Prefecture.

ORDER CERTIFICATES AND TRANSCRIPTS OF RECORDS ONLINE

Here you can order various certificates and transcripts of student records. Certificates are issued either with or without revenue stamp (marca da bollo). The type of certificate you need will depend on what you will use it for and what the law permits. Certificates that require a revenue stamp can be issued immediately, whereas those requiring revenue stamp cannot be issued until proof of payment has been received. Certificates cannot be issued if your student administrative records are not up to date. **For documents to be submitted to Italian public administration offices or offices providing public services, go to the dedicated section for self-certification which is required for this use.**

Certificates used abroad, in Italian and English, must be printed by the Student Services Centre and signed in original by special officials with signature deposited in the Prefecture.

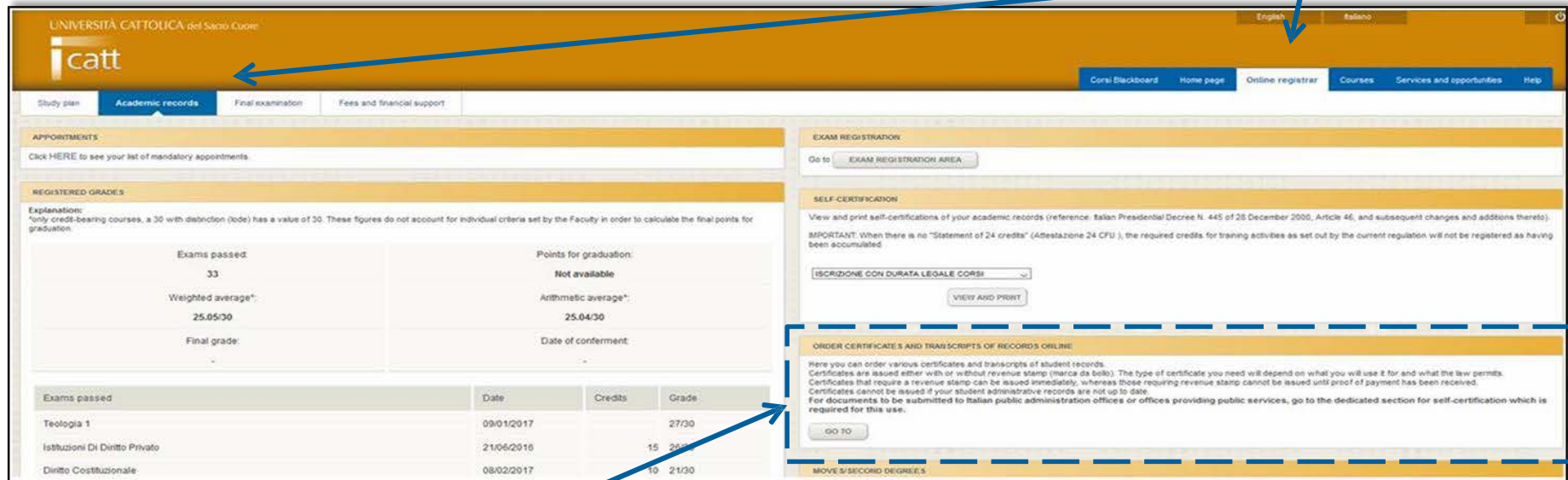
GO TO

1. Access to iCatt

ONLINE CERTIFICATE REQUEST Section

Students must access their personal iCatt page and, in the Online Secretariat section → Career, click on the ACCESS button of the specific functionality called "ONLINE CERTIFICATE REQUEST", then access the application.

1. Access iCatt, enter the Online Secretariat section [Segreteria online], then get to the Career [Carriera] section



The screenshot shows the iCatt website interface. The top navigation bar includes 'English', 'Italiano', 'Corsi Blackboard', 'Home page', 'Online registrar', 'Courses', 'Services and opportunities', and 'Help'. The main content area is divided into several sections: 'APPOINTMENTS', 'REGISTERED GRADES', 'EXAM REGISTRATION', 'SELF-CERTIFICATION', and 'ORDER CERTIFICATES AND TRANSCRIPTS OF RECORDS ONLINE'. The 'REGISTERED GRADES' section contains a table with the following data:

Exams passed	Points for graduation:
33	Not available
Weighted average*	Arithmetic average**
25.05/30	25.04/30
Final grade:	Date of conferment:
-	-

Below this table is another table with columns: Exams passed, Date, Credits, Grade.

Exams passed	Date	Credits	Grade
Teologia 1	09/01/2017		27/30
Istituzioni Di Diritto Privato	21/06/2016	15	24/30
Diritto Costituzionale	08/02/2017	10	21/30

The 'ORDER CERTIFICATES AND TRANSCRIPTS OF RECORDS ONLINE' section contains the following text:

Here you can order various certificates and transcripts of student records. Certificates are issued either with or without revenue stamp (marca da bollo). The type of certificate you need will depend on what you will use it for and what the law permits. Certificates that require a revenue stamp can be issued immediately, whereas those requiring revenue stamp cannot be issued until proof of payment has been received. Certificates cannot be issued if your student administrative records are not up to date. For documents to be submitted to Italian public administration offices or offices providing public services, go to the dedicated section for self-certification which is required for this use.

Below the text is a button labeled 'GO TO'.

2 Click on the ACCEDI (Enter) button in the Online Certificate Request box

2. Certificate request

Preview of available certificates 1/3



Prior to selecting the certificate for which you want to get a printout, you can click on the LINK in the top box to view the list of available certificates and preview them. The aim is to verify the characteristics of the certificate that will be produced so that they exactly reflect the student's needs and they can make the choice of the certificate consciously.

The screenshot shows the I Catt website interface. At the top, there are navigation tabs: ORDER, IN PROGRESS, and MY CERTIFICATES. A language selection box is visible with options for ITALIANO and ENGLISH. A central yellow box contains an important notice: "Select certificate and click 'select'. IMPORTANT The issuing of an online certificate is subject to the applicant's payment of the expected fee (revenue stamp and/or secretarial fees). This payment cannot be refunded. Therefore, before confirming the request for the issue of the certificate, please check carefully the type of certificate for which you intend to request a copy by consulting this web page containing the list and facsimiles of the online certificates available for electronic issuing." Below this, three certificate options are listed: "Enrolment certificate" (With € 16 revenue stamp), "Enrolment certificate with exams, grades and dates - for residency document application" (Without revenue stamp), and "Enrolment certificate with exams, grades and dates" (With € 16 revenue stamp). Each option has a "SELECT" button. A progress bar at the bottom indicates the steps: 1 Selection, 2 Summary, 3 Result. An inset window shows a preview of the "Certificati on line_ENG" page, which includes a list of available certificates and their facsimiles.

By clicking on the flag you can select the preferred language to continue the procedure (Italian or English).

1 Click on the link and view the page describing the certificates available online.

IMPORTANT: Please check carefully the accuracy of the information because, once paid, the certificate will NOT be refundable under any circumstances (as highlighted in the screenshot's comment).

2. Certificate request

Certified and specific selection of details (e.g. language)

2/3



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After displaying sample templates, in the section called RICHIESTA (REQUEST) you can choose, among the types of certificates available (scrolling down with the sidebar), the document(s) you wish to print. To select, click on the SELEZIONA (SELECT) button (of the selected certificate) and then specify the language of the certificate (if available in English) and the number of copies you intend to request for each certificate, then confirm by clicking on the tick icon at the bottom right of the box.

1. Click on the SELECT button of the certificate you want to print.

2. Choose the language of the certificate and confirm by clicking on the tick symbol at the bottom right of the box.

NB.
If the choice of language is not foreseen it means that the certificate is only available in Italian.

By clicking on the + button you can request several copies of the same certificate.

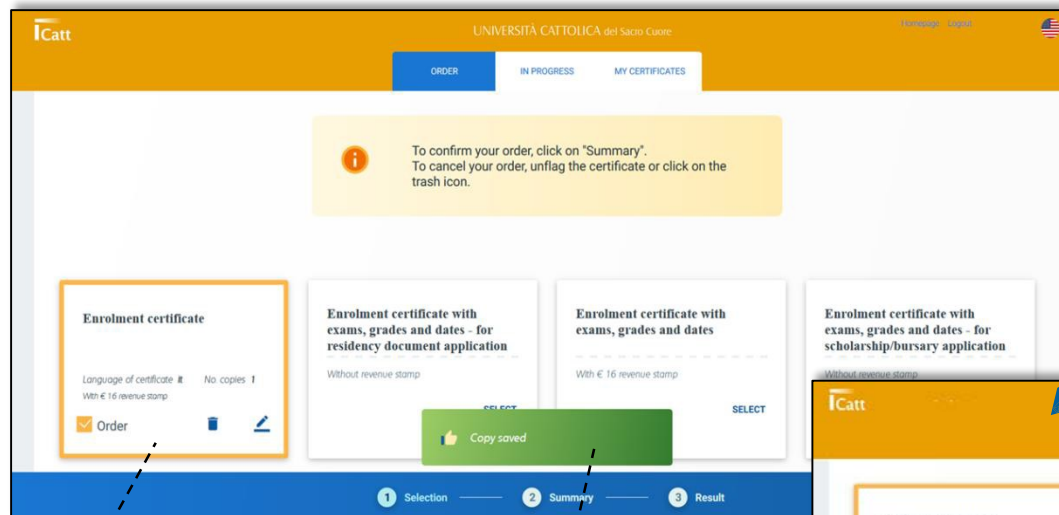
Scroll down to see ALL available certificates.

2. Certificate request

Certified and specific selection of details (e.g. language) 3/3



The selected certificates will be identified by an orange frame containing the label "Request" together with details about the language and the number of copies requested. At this point, to confirm the selection, click on the button "SUMMARY" at the bottom right (otherwise modify or delete the selection made). The next screen will show the request summary (which contains one or more requested certificates) and the total amount due (for all requested certificates). You can continue by clicking CONFIRM and find the printout of the MAV, or go BACK (bottom left button).



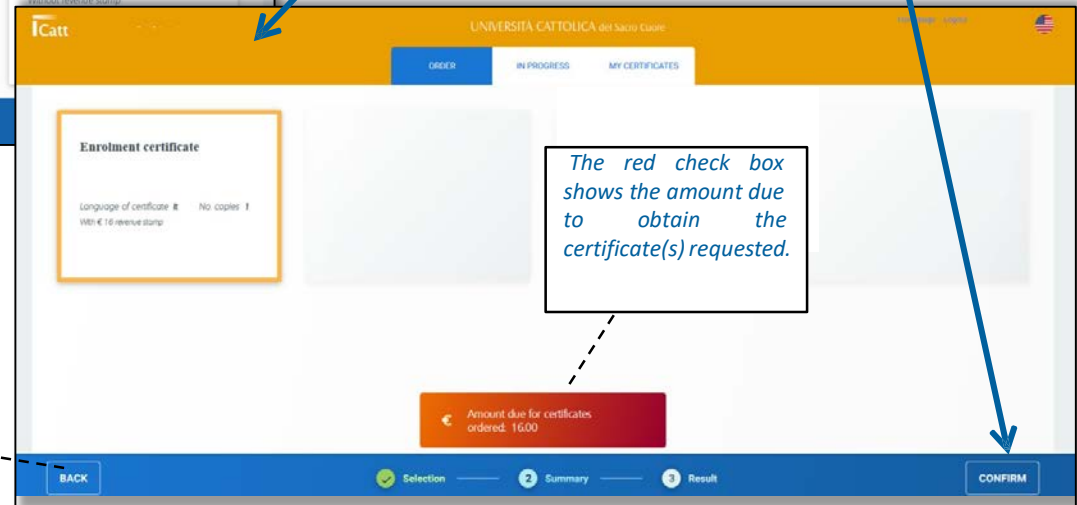
The selected certificate is shown in a box with its details. You can change the details of your choice or delete it by clicking on the "Pencil" or "Trash" icons respectively.

A green box confirms that the selected copy has been saved

In case of error, you can always click on BACK and proceed to edit/delete in the previous screen.

1. Click on SUMMARY at the bottom right..

2. Click on CONFIRM at the bottom right.



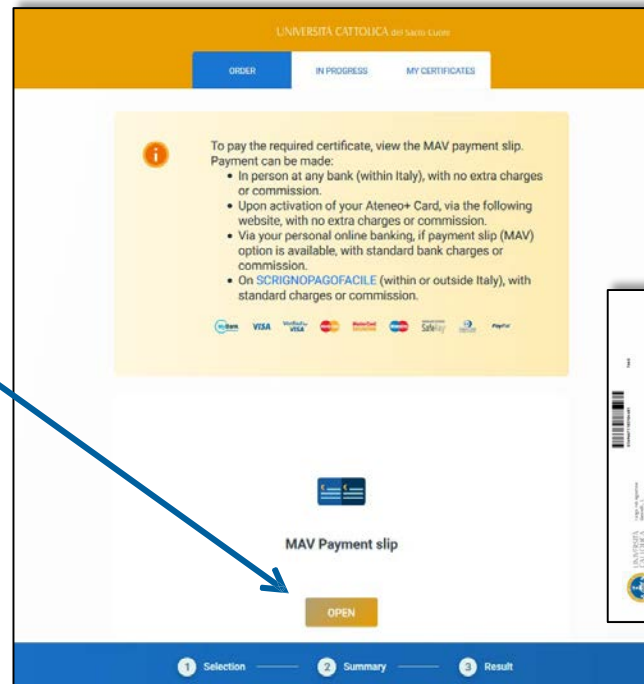
The red check box shows the amount due to obtain the certificate(s) requested.

3. Certificate Payment

MAV (Notice Payment Forms) 1/3

By clicking on CONFIRM you can continue with the payment procedure. Then, the system displays a screen with the payment options and allows you to click on OPEN to display the MAV form relating to the certificate payment. At this point please proceed with the payment of your MAV through any of the payment options provided (bank counters, online banking or SCRIGNOPAGOFACILE which allows you to pay your MAV by credit card or PayPal with fees).

1. Click on OPEN to display and download your MAV form.



PLEASE NOTE:

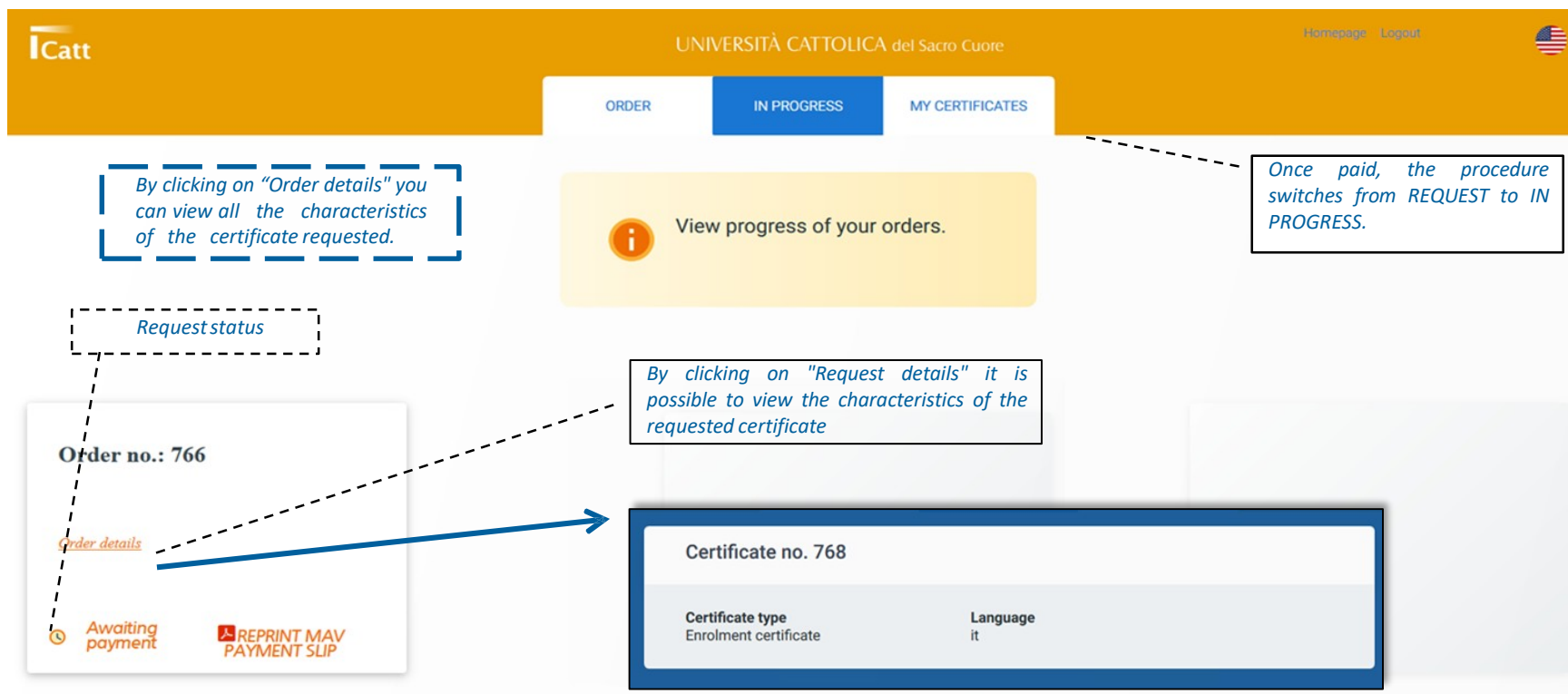
In case of incorrect generation of several MAV forms, it is necessary to proceed only with the payment of the form related to the certificate for which you want to obtain the printout. For this purpose it is possible to verify that the Request ID indicated on the MAV coincides with the one in the box of the requested certificate.


NOTE: once you have clicked on OPEN, which allows you to view the MAV, you will no longer be able to modify your request by clicking on BACK. Any changes will need to be managed through UC Student Services Centre.

3. Certificate Payment

Waiting for confirmation of payment 2/3

Upon downloading your MAV form, your request is transferred from the ORDER section to the IN PROGRESS section. In this section you can monitor the progress of your request (e.g. "Awaiting payment"), reprint MAV payment slip and check the details of your request (e.g. certificate type and language). NOTE: The *in progress* status stays as "Awaiting payment" until the bank confirms the payment (usually between 3 and 5 days after payment).



I Catt UNIVERSITÀ CATTOLICA del Sacro Cuore Homepage Logout 

ORDER **IN PROGRESS** MY CERTIFICATES

By clicking on "Order details" you can view all the characteristics of the certificate requested.

View progress of your orders.

Once paid, the procedure switches from REQUEST to IN PROGRESS.

Request status

Order no.: 766

Order details

Awaiting payment **REPRINT MAV PAYMENT SLIP**

By clicking on "Request details" it is possible to view the characteristics of the requested certificate

Certificate no. 768

Certificate type	Language
Enrolment certificate	it

3. Certificate Payment

Operational indications 3/3

Students can also apply for more certificates by making a single request.

If the request contains one or more certificates for which there is no payment (neither stamp duty nor Secretariat fees), these will remain for a few minutes as "IN PROGRESS", then they will be available in the "MY CERTIFICATES" area.

If the request contains one or more certificates to be paid, then you will have to wait for the confirmation of the payment receipt.

It is always advisable for students to separate (from the beginning) requests for "fee-based" certificates from "exempt from payment" certificates.

Certificate no. 768

Certificate type
Enrolment certificate

Language
it

For instance, Order No. 766
includes a single certificate,
No. 768.

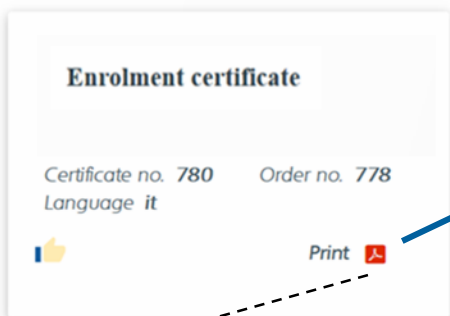
4. Print certificate

Availability of the requested certificate 1/2

Upon receipt of the payment by the bank, the certificate status switches from IN PROGRESS to MY CERTIFICATES. The procedure is over and the certificate is ready and available. By clicking on PRINT, you can view the certificate, print it and save your file.

You will receive an email when the certificate is available

Dear SURNAME NAME, your request has been processed.
The certificates are available on iCatt > ORDER CERTIFICATES AND TRANSCRIPT OF RECORDS ONLINE > MY CERTIFICATES.
Best regards.
Università Cattolica del Sacro Cuore



By clicking on "Print" you can proceed with printing the certificate you need.

UNIVERSITÀ CATTOLICA del Sacro Cuore

Homepage Logout



ORDER

IN PROGRESS

MY CERTIFICATES



You can print your certificates

WARNING:

Being identified by a unique record number, each certificate can be used only once, otherwise it will not be valid.

UNIVERSITÀ CATTOLICA del Sacro Cuore

Istituta con R.D. 2 ottobre 1924, n. 1661

Prot. n. [REDACTED]

FACOLTA' DI GIURISPRUDENZA

Degreteria studenti

Si certifica risultare agli atti di questa Degreteria che,

[REDACTED] matr. n. [REDACTED] nata a [REDACTED] il [REDACTED] e regolarmente iscritta per l'anno accademico 2019/20 al 5° anno IN CORSO del corso di laurea magistrale in GIURISPRUDENZA (classe delle lauree magistrali in giurisprudenza LM/G/D/1) presso questa UNIVERSITÀ CATTOLICA DEL SACRO CUORE.

Il presente certificato non può essere prodotto agli organi della pubblica amministrazione o ai privati gestori di pubblici servizi.

I dati del presente certificato sono estratti dall'archivio informatizzato di questa Università (D.Lgs. 12/02/1993, n.39).

Certificato senza firma autografa, sostituita dall'indicazione del nominativo del Funzionario competente, a norma dell'art. 3, secondo comma del D.Lgs. 12 febbraio 1993, n. 39.

Milano il 11/03/2020

IL FUNZIONARIO COMPETENTE
(Testi Medas)

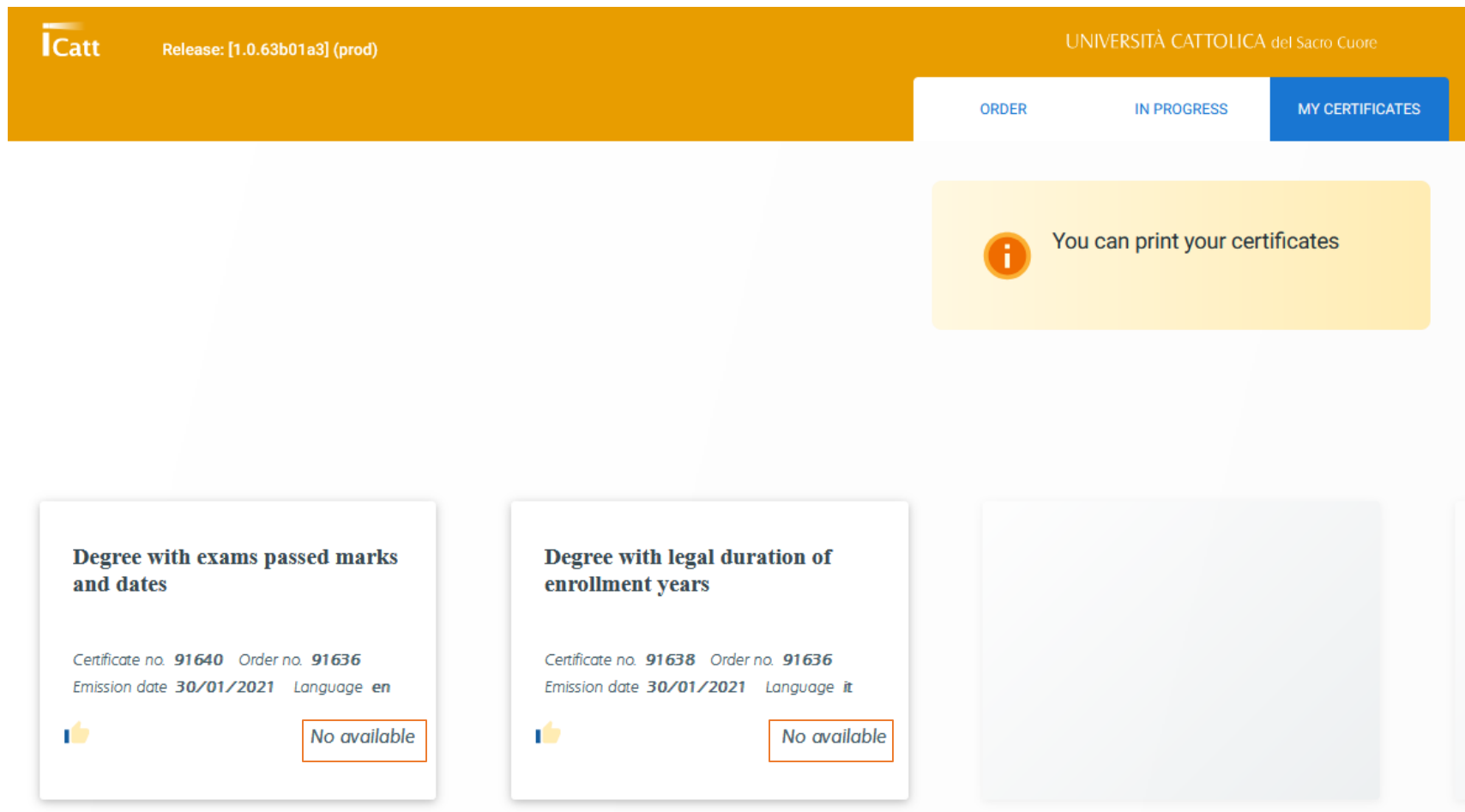
Il contrassegno apposto nel presente documento è effettuato ai sensi dell'art. 23, co. 2-bis, d.lgs. 7/3/2005, n. 52 e s.s.m.m. e consente di accedere al documento informatico originale firmato digitalmente al fine di verifica della corrispondenza conformita. La copia analogica del presente certificato è conforme all'originale informatico, firmato digitalmente, da cui è estratta.

Pagina 1 di 1

4. Print certificate

Availability of the requested certificate 2/2

After 10 months of issue, the certificate will no longer be available. Save the certificate by downloading a copy on your personal device (pc, tablet, smartphone).

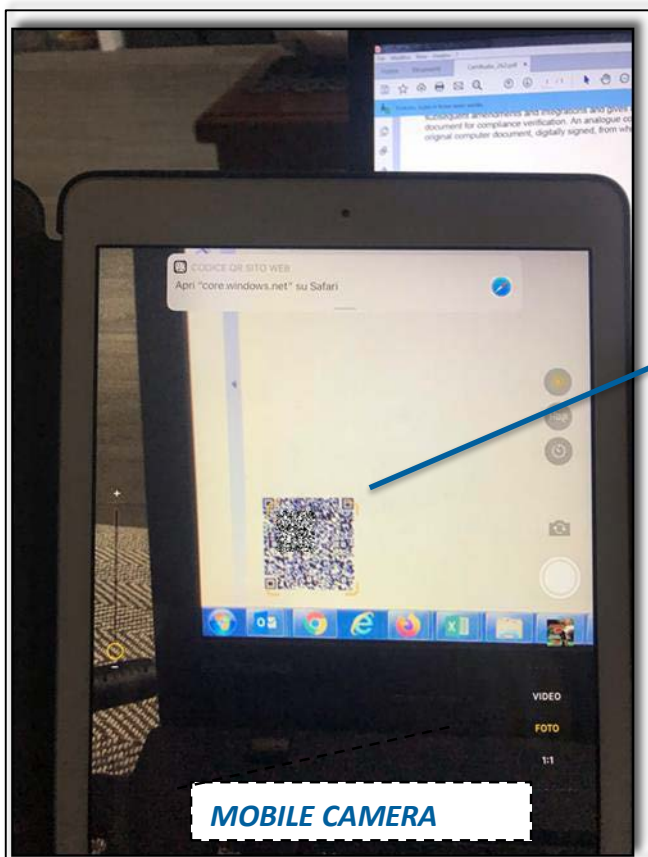


The screenshot shows the 'MY CERTIFICATES' section of the I Catt portal. At the top, there is a navigation bar with 'ORDER', 'IN PROGRESS', and 'MY CERTIFICATES' tabs. Below the navigation bar, a yellow information box states: 'You can print your certificates'. The main content area displays three certificate cards. The first card is titled 'Degree with exams passed marks and dates' and shows 'Certificate no. 91640', 'Order no. 91636', and 'Emission date 30/01/2021'. The second card is titled 'Degree with legal duration of enrollment years' and shows 'Certificate no. 91638', 'Order no. 91636', and 'Emission date 30/01/2021'. Both cards have a thumbs-up icon and a 'No available' button. The third card is a placeholder for a certificate that is not yet available.

5. Check compliance/authenticity of the certificate



In order to verify the compliance / authenticity of the certificate you have obtained, you can use a mobile camera to capture the mark at the bottom left of the certificate and access the original digitally signed computer document.



The stamp hereby applied has been embossed pursuant to art. 23, par. 2-bis, Legislative Decree 7/3/2005, no. 82 and subsequent amendments and integrations and gives users access to the original digitally signed electronic copy of the document for compliance verification. An analogue copy of the present certificate has been issued in compliance with the original computer document, digitally signed, from which it has been drawn.

1. CODE

Pagina 1 di 1

2. ORIGINAL DIGITALLY SIGNED DOCUMENT