REGISTRATION PORTAL GUIDELINE

Graduate degree in

APPLIED DATA SCIENCE FOR BANKING AND FINANCE

Brescia Campus

INDEX

PROGRAMME APPLICATION

The enrolment to the **Applied data science for banking and finance** degree course is available online through the Registration Portal.

To log-in to the Registration Portal use the following link: https://iscrizioni.unicatt.it/iscrizioni

The following screen appears:

Enter user and password ⓘ
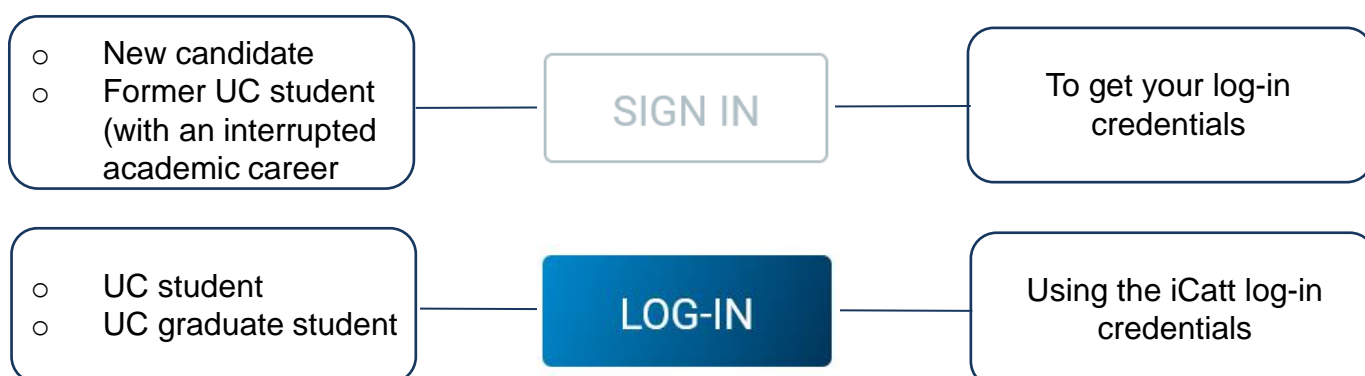
User

Password 👁

SIGN IN   LOG-IN

Click on «SIGN-IN» or «LOG-IN».

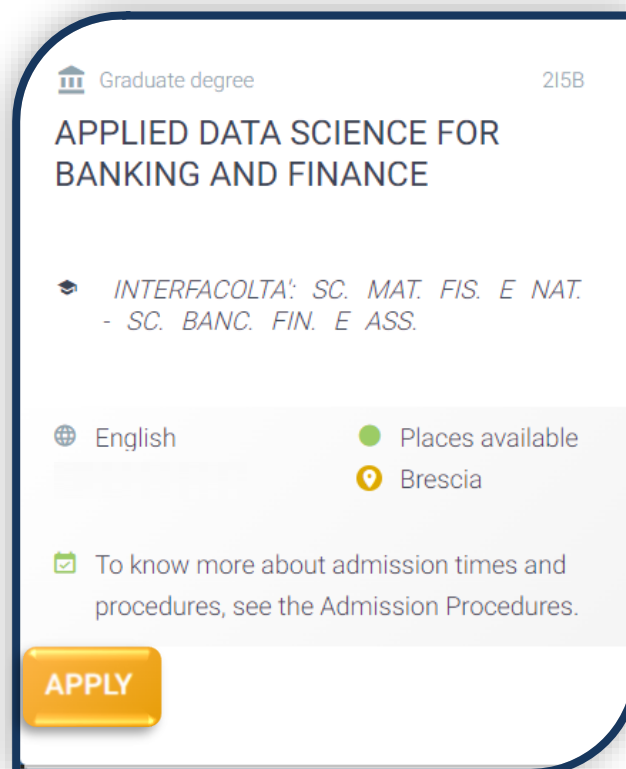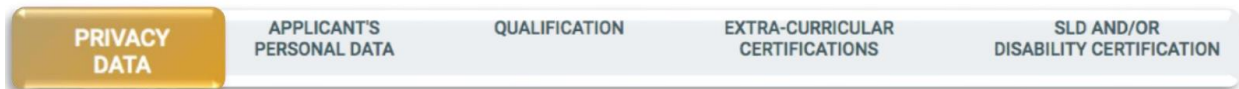| o New candidate o Former UC student (with an interrupted academic career	SIGN IN	To get your log-in credentials
o UC student o UC graduate student	LOG-IN	Using the iCatt log-in credentials

COURSE CHOICE

Select «Graduate degree programmes», choose the campus and the academic year.
All the courses' cards are shown; select the one for Applied data science for banking and finance. You can use the "SEARCH AND FILTER" feature.
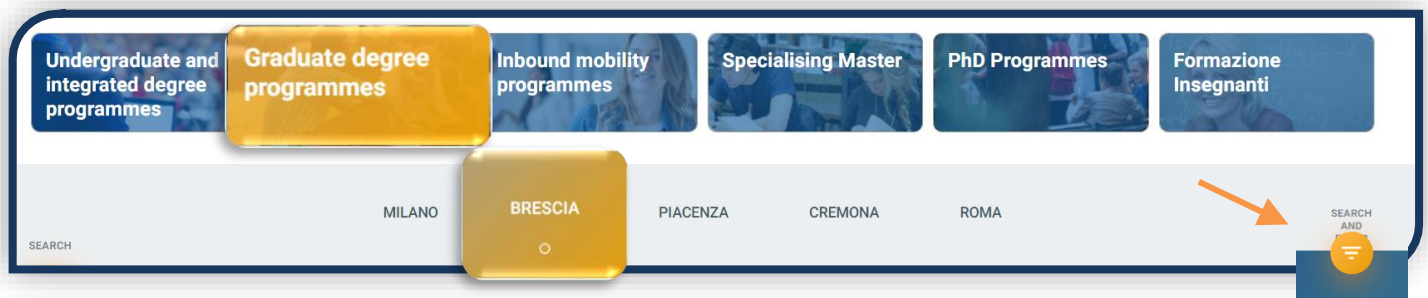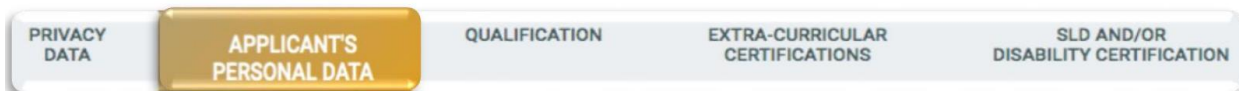

The information card provides details about the course. Read carefully the **Admission Procedures**. To start the enrolment procedure, click on "APPLY".

PROFILE DETAILS

| PRIVACY DATA | APPLICANT'S PERSONAL DATA | QUALIFICATION | EXTRA-CURRICULAR CERTIFICATIONS | SLD AND/OR DISABILITY CERTIFICATION |

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

| PRIVACY DATA | APPLICANT'S PERSONAL DATA | QUALIFICATION | EXTRA-CURRICULAR CERTIFICATIONS | SLD AND/OR DISABILITY CERTIFICATION |

Enter your personal data, e-mail and cellphone number. Residency and domicile can be changed at any time.

| PRIVACY DATA | APPLICANT'S PERSONAL DATA | QUALIFICATION | EXTRA-CURRICULAR CERTIFICATIONS | SLD AND/OR DISABILITY CERTIFICATION |

Enter in «Qualification» the data of your High School Diploma and your Bachelor Degree, even if still in progress. If you have already obtained them, enter your other qualifications, whether they are obtained, in progress or interrupted. Select the type of degree and click on «ADD», then fill in the spaces in the screen that appears:

Three-year degree

Status *
...

Qualification language *
...

University *
...

Degree programme *
...

Degree class *
...

Grade / Grade ☐ Honours ☐ Passed

Qualification/interruption date
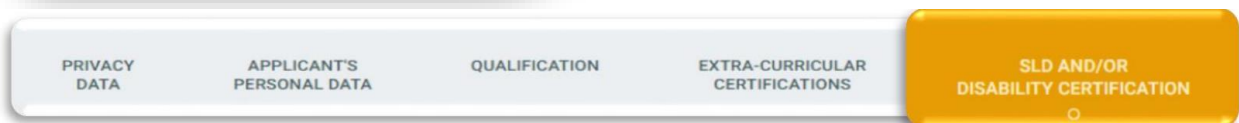gg/mm/aaaa   Academic year ⓘ
Format dd/mm/yyyy

* Required field   CANCEL   SAVE

If you have not obtained your degree yet, you must select the «**In progress**» status, and the field «**Grade**» must be left empty

⚠ Once you have graduated, you will not have to fill in another form, but change the one already added by updating the status from «**In progress**» to «**Achieved**» and indicate the grade.

| PRIVACY DATA | APPLICANT'S PERSONAL DATA | QUALIFICATION | EXTRA-CURRICULAR CERTIFICATIONS | SLD AND/OR DISABILITY CERTIFICATION |

Fill in this section if you are a student with SLD or disability and upload the relevant documentation.
To continue click on «**SAVE**».

PROFILE DETAILS

After having uploaded the three-year degree, you have to upload each teaching of your three-year study plan, including the exams not yet taken. If you have other degrees (achieved or interrupted) you have to repeat this operation for each one of them, indicating the whole study plan if the degree is achieved or only the exams taken if the degree is interrupted.

The careers - in progress, achieved or interrupted - **at the Catholic University** are automatically uploaded and you can continue by skipping this step.

If they are not UC degrees, you must enter each educational activity (teaching, final test, internship, seminar, laboratory,...) by filling in the following form that appears by clicking on **«PROGRAMME OF STUDY»**, and then on **«UPLOAD»**

Select the degree related to the teaching from your study Plan you are entering (e.g., Matematica).

Upload your curriculum / programme of study

Qualification
MATEMATICA

Course/curricular activity
Course

Course / curricular activity title
ANALISI NUMERICA

Field of Study
MAT/08 - ANALISI NUMERICA

Credit
12,00   Grade / Grade

☐ Honours ☐ Passed   gg/mm/aaaa

☐ Approved   ⦿ Yes ○ No
                To be awarded

CANCEL SAVE

Select the type of activity you are adding from the drop down menu:

Course

Language skills

Internship / apprenticeship / seminar / computer skills / laboratory

Final test

Course indicates an exam that mandatorily provides SSD and CFU.

Language skills is a foreign language proficiency exam, usually it does not include a grade but an "Approved".

Internships/apprenticeships/... are other types that usually do not include SSD. Final exam never has SSD or grade but is "Approved" if you have already graduated.

This is the name of the teaching (e.g. Analisi numerica).

PROFILE DETAILS

Upload your curriculum / programme of study

Qualification
MATEMATICA ⓘ ▾

Course/curricular activity
Course ▾

Course / curricular activity title

Field of Study
... ▾

Credit   Grade   /   Grade

☐ Honours ☐ Passed   Date
                            gg/mm/aaaa ▾

☐ Approved
         ⓘ

CANCEL   **SAVE**

The indication of the correct *Settore Scientifico-Disciplinare* (SSD) and *Credito Formativo Universitario* (CFU) is Fundamental for the Verification of curricular requirements. Make sure they are those indicated in your study plan.

⚠ If a course belongs to more than one SSD, you will have to repeat the insertion of the course indicating the Different SSD and CFU and keeping the same «Grade» and «Date» of achievement..

If the exam has not yet been taken or verbalized, leave the «Grade» and «Date» fields blank..

The «Approved» box **should only be checked** if you are entering an exam taken and validated from a previous career.

Click **«SAVE»** and continue on to the next course, until you reach **at least 180 total CFUs**.

PRIVACY DATA	APPLICANT'S PERSONAL DATA	QUALIFICATION	EXTRA-CURRICULAR CERTIFICATIONS	SLD AND/OR DISABILITY CERTIFICATION

Indicate any extracurricular certifications (computer, language, work) that you hold. In case of lack of extracurricular certifications, select «Nessuna certificazione» for each item.
This section is common to all degree courses, but only for some of them it is useful for admission purposes (see Course [Admission Procedures](#)).
In the absence of a certification, it is possible to take an online *English test*. Click "REGISTER" and see the [notice](#). The result of the test will be available in the "LIST OF TESTS" tab.

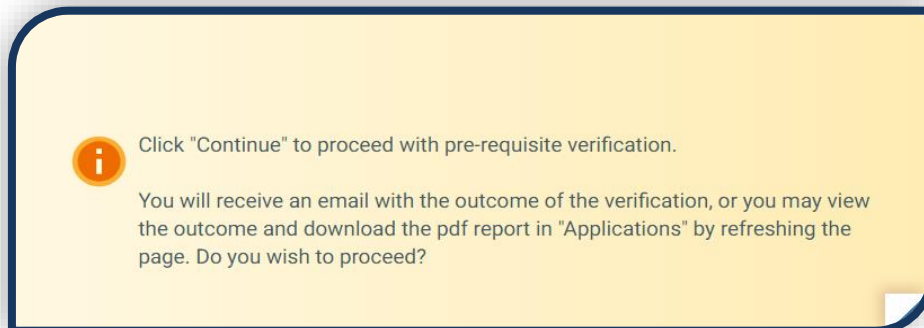📖 **ENGLISH TEST (Reserved to bachelor and master programmes)**

Select the course type
... ▾

Select your degree programme
... ▾

REGISTER
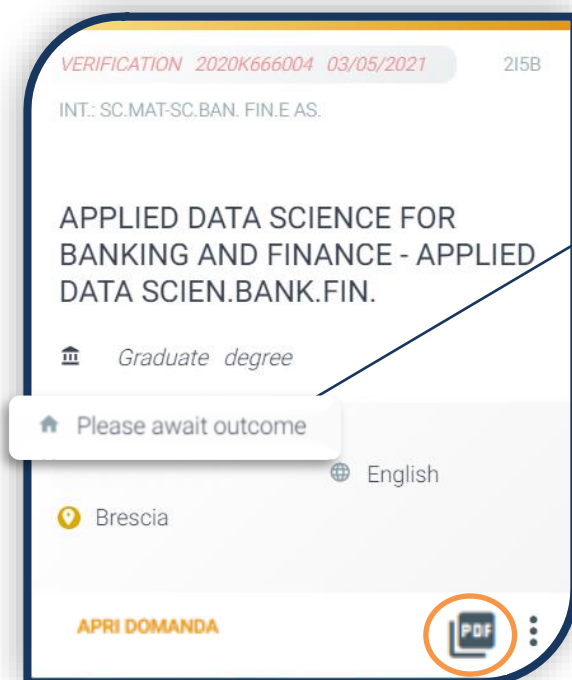
VERIFICATION OF THE CURRICULAR REQUIREMENTS

After uploading the exams this notice appears.

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 the curricular requirements** is an automated procedure that **evaluates**, examining the study plan of the bachelor's degree, **if you are eligible for the course**.

Wait for the result of the verification that is available after a few minutes.
You can look at the verification by clicking on the «PDF» icon, a copy of it is also sent to your e-mail address.

VERIFICATION 2020K666004 03/05/2021   2I5B

INT.: SC.MAT-SC.BAN. FIN.E AS.

APPLIED DATA SCIENCE FOR BANKING AND FINANCE - APPLIED DATA SCIEN.BANK.FIN.

🏛 *Graduate degree*

🏠 Please await outcome

🌐 English

📍 Brescia

APRI DOMANDA

The Verification of the curricular requirements can give 2 different outcomes:

1. **«You can book the interview»:** open the application, book and attend the interview and, if successful, occupy the position.

2. **«You are not eligible»:** see the Admission Procedures with the modalities, the requirements and the timeline of admission.

The Verification procedure can be done for several courses in order to know the compatibility of your study plan with the different admission requirements. **In fact, it does not constitute the opening of the application.**

The validity of the outcome of the Verification of the curricular requirements depends on the correctness of the insertion of your programme of study: if errors are found in the uploaded study plan you will receive an e-mail alert.

APPLICATION SUBMISSION

If the outcome of the Verification is:

«**You can book the interview**» click on the button «**APPLY**» that you find lower left in the card:

Then select a date to have your interview with the graduate coordinating faculty professor.

The outcome of the interview is communicated at the end of the interview, and you will receive also an e-mail indicating any additional curricular integrations. The status of the application becomes «**Eligible for enrolment**» and you can proceed with the upload of the documents and the position reservation.

DO NOT apply for the course if you need to change the data entered in the programme of study.
Once they have been modified you need to update the Requirements Verification by clicking the icon:

Once you have opened the application, the Verification of Requirements is no longer modifiable. Please note, however, that the application must be opened within the deadlines set out in the Course Admission Procedures.

DOCUMENTS UPLOAD

Before the occupation of the position on the course it is necessary to upload the following documents:
- PASSPORT PHOTO
- IDENTITY DOCUMENT (front and back, in a single file)
- TAX CODE
- RESIDENCE PERMIT (mandatory for extra-EU citizens)
- ENGLISH LANGUAGE CERTIFICATION

> If you have taken the Evaluation test of English language proficiency to ascertain the language level, you are «exempt» from uploading the certification.

> In order to upload a document click on «ADD». Each document must be uploaded in a single file. The upload of multiple files will overwrite them.

If the upload was successful, the document status becomes:

> Documents must be legible and complete. Identity document and Tax code must be uploaded front and back. We recommend that you always click on "**DOWNLOAD DOCUMENT**" to verify what has been uploaded.

> Once you have uploaded all the documents listed as «mandatory» click on the «**CONTINUE**» button. You can go on with the procedure **without waiting for the documents validation** which is carried out afterwards.
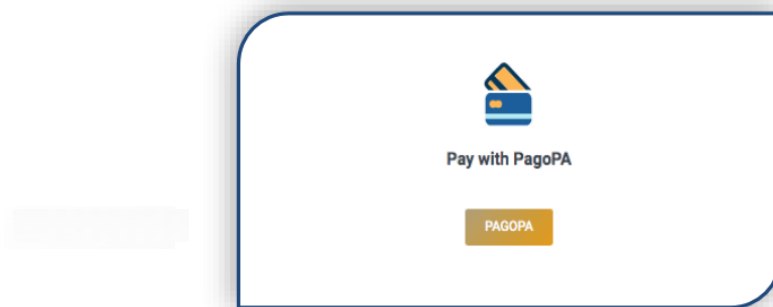

It's normal that the status of the documentation is "**IN PROCESS OF VALIDATION**"

POSITION OCCUPATION

In order to occupy the position on the course click on «ENTER», then on «PagoPA» and proceed with the payment of the first instalment of the tuition fees

⚠ PAGA ONLINE (PAY ONLINE) if you have the PagoPAand/orCBILL payment service in your home banking.
PAGA PIÙ TARDI (PAY LATER) if you have chosen to pay through a bank, tobacconists and other intermediaries authorised to pay PagoPA slips.

PLEASE NOTE: The deadline on the payment slip is standard and should be ignored.

The payment will be registered in the University's systems within 24 hours after the payment has been completed, normally only a few minutes.
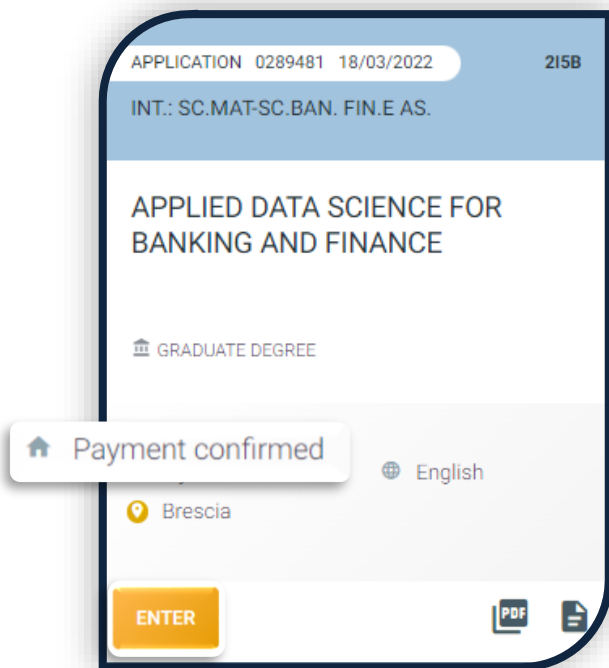
The occupation of the position on the course is confirmed when the status of the application is **«Payment Confirmed»**

PRE -ENROLMENT

Graduates with curricular integrations assigned, and non-graduate applicants, after occupying a position, may pre-enrol.

Pre-registration is recommended when the bachelor's degree is to be obtained after September. If expected earlier, it is recommended to wait and enroll directly after the bachelor's degree is obtained.
If you have curricular integrations to take, you must pre-enrol in order to register for the relevant exam dates (through the iCatt student page).

APPLICATION 0289481 18/03/2022   2I5B

INT.: SC.MAT-SC.BAN. FIN.E AS.

APPLIED DATA SCIENCE FOR BANKING AND FINANCE

🏛 GRADUATE DEGREE

🏠 Payment confirmed   🌐 English

📍 Brescia

ENTER   📄 PDF   📄

Print the pre-enrolment request form and reload it in the appropriate section after completing and signing it:

🖨 Pre-enrolment request form   PRINT

If the upload was successful, the next day the application status becomes
«Pre-enroled».

After the upload, the University will evaluate what has been uploaded. The outcome of the validation may be:

✅ Valid   or   ❗ Not valid
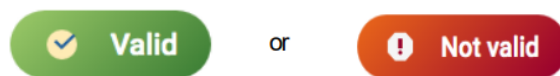
When the document is **«Not Valid»** you will find the reason in the notes below the document and an email will be sent to you. The document must be reloaded as soon as possible. To access the document upload section, click on the «ENTER» tab.
**Pre-registration is considered completed when the Pre-registration Application is valid.**

⚠ Once you have graduated, update the Bachelor degree entered in the «Profile» - «Qualifications» section by changing it from «in progress» to "achieved" (see page 5); then wait for the validation of the documents previously uploaded. If you are a UC student, wait for the grade to be uploaded automatically.

ENROLMENT

Once payment has been verified and all documents are valid, the application goes into **«Awaiting enrolment»**.
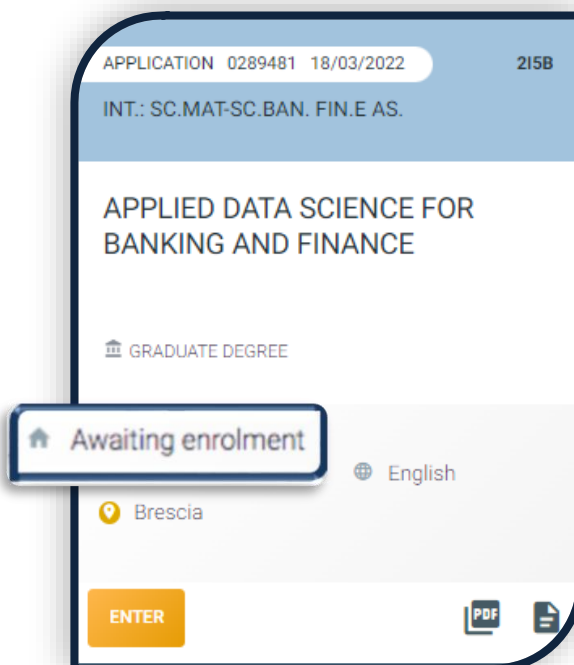

Now you can complete your enrolment. Click on «ENTER» and print your enrolment request form:
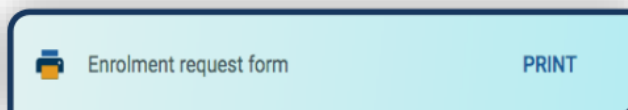
Click on the «Documents» icon and upload, in order, the following documents :

1. CERTIFICATE OF BAPTISM (UC already enroled/graduates are exempt)
   (or provisional substitute statement or welcome interview document)
2. GRADUATION AND COMPLETED EXAMS SELF-CERTIFICATION (UC graduates are exempt)
3. ENROLMENT REQUEST FORM, filled out and signed
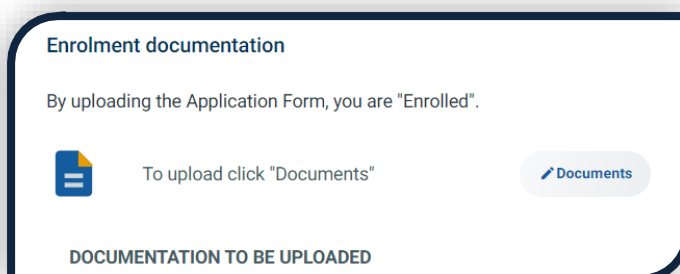
Unbaptized students must upload in place of the Certificate of Baptism the document issued by the Pastoral Center following a brief interview.

AFTER REGISTRATION

VALIDATION OF UPLOADED ENROLMENT DOCUMENTATION

After evaluation, the document may be: ✓ **Valid** or ❗ **Not valid**

When the document is «**Not valid**» you will find the explanation in the notes below the document and an email will be sent to you. The document must be re-uploaded as soon as possible. To reach the document upload section click on the "ENTER" tab.
The enrolment is considered completed when the enrolment documentation is valid.

You will then be able to download the «**Enrolment confirmation**».

🖨 Enrolment confirmation	PRINT
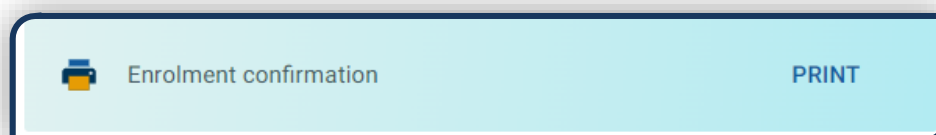
UNIVERSITY CARD

After about a month from the positive validation of the enrolment documents, you will receive the Carta Ateneo+ card at the address you provided (see tab "Carta Ateneo +").

• The Enrollment documentation is valid ✓

• Your Carta Ateneo+ badge has been produced ✓

FILL IN THE PERSONAL INCOME FORM

To determine the amount of installments after the first, Based on the criteria defined in the «General regulations for the determination of university contribution», use this guided function.
Otherwise the University automatically assigns you the maximum contribution bracket.

✏ Personal income form

CONTACTS

If you need help to use the Registration Portal, contact us through the SUPPORT TAB within the portal, or have a look ad the FAQ.

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