



UNIVERSITÀ  
CATTOLICA  
del Sacro Cuore

# REGISTRATION PORTAL GUIDELINE

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Graduate degree in

**PHYSICS**

Brescia Campus

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## PROGRAMME APPLICATION

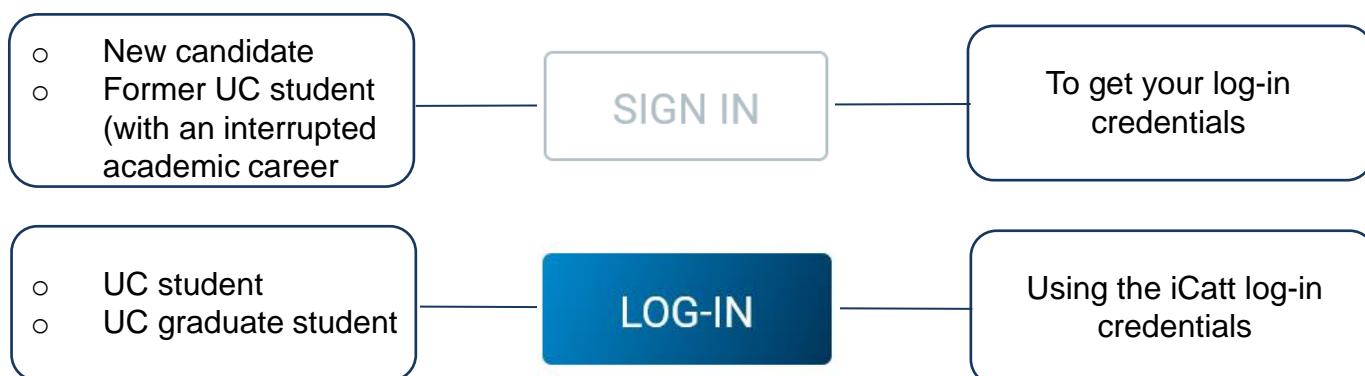
The enrolment to the **Physics** degree course is available online through the Registration Portal.

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

The following screen appears:

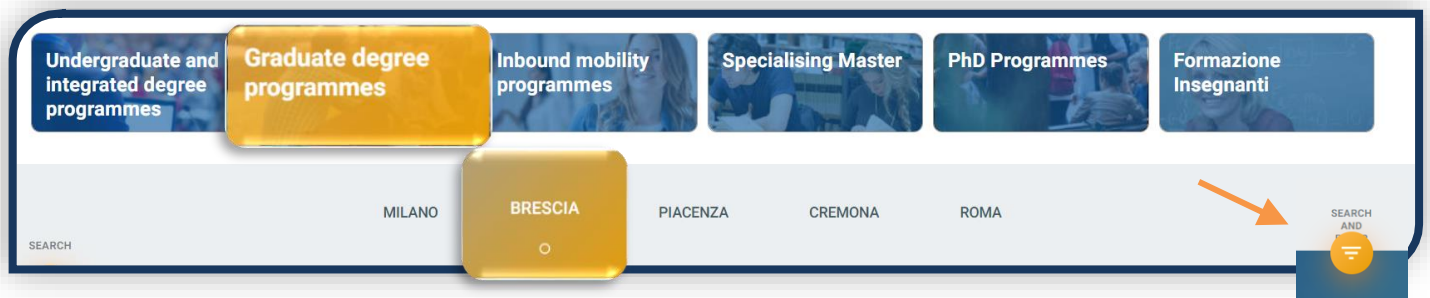
The screenshot shows a login form with the title "Enter user and password" and an information icon. It contains two input fields: "User" and "Password". The "Password" field has a visibility toggle icon. At the bottom, there are two buttons: "SIGN IN" (light blue) and "LOG-IN" (dark blue).

Click on «SIGN-IN» or «LOG-IN».

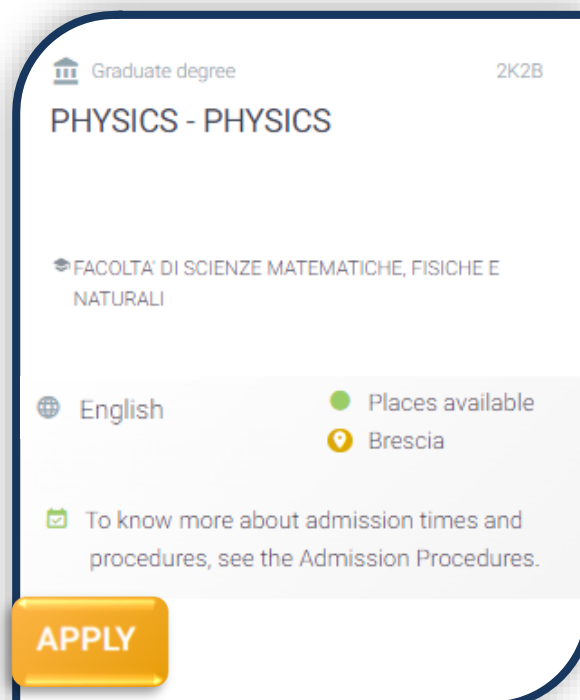


## COURSE CHOICE

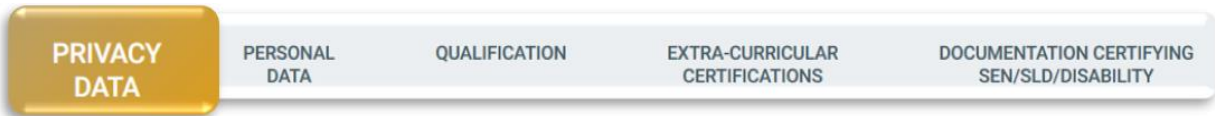
Select «Graduate degree programmes», choose the campus and the academic year. All the courses' cards are shown; select the one for **Physics**. Use the “SEARCH AND FILTER” feature.



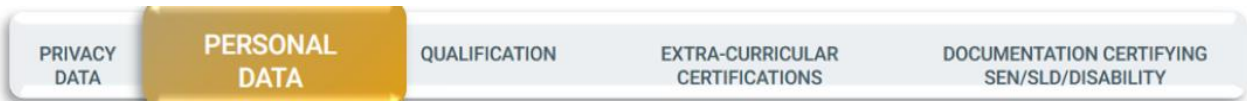
The information card provides details about the course. Read carefully the [Admission Procedures](#). To start the enrolment procedure, click on “APPLY”.



# PROFILE DETAILS



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



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



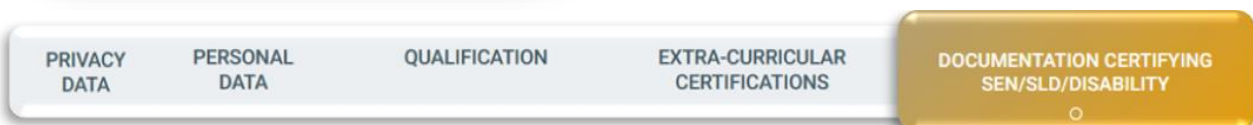
Enter in «Qualification» the data of your High School Diploma and your Bachelor Degree, even if still in progress. If you have already obtained them, enter your other qualifications, whether they are obtained, in progress or interrupted. Select the type of degree and click on «ADD», then fill in the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

 A screenshot of a form titled 'Three-year degree'. It contains several dropdown menus: 'Status \*', 'Qualification language \*', 'University \*', 'Degree programme \*', and 'Degree class \*'. Below these are input fields for 'Grade' (with a slash separator), 'Honours' (checkbox), and 'Passed' (checkbox). At the bottom, there are fields for 'Qualification/interruption date' (format gg/mm/aaaa) and 'Academic year' (with a calendar icon). A 'SAVE' button is at the bottom right.

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.



Fill in this section if you are a student with disability, SLD or SEN 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**»



Upload your curriculum / programme of study

Qualification  
FISICA

Course/curricular activity  
Insegnamenti

Course / curricular activity title  
FISICA DEI SOLIDI E DEI FLUIDI

Field of Study  
GEO/10 - GEOFISICA DELLA TERRA SOLIDA

Credit  
6,00

Grade  
27 / Grade  
30

Honours  Passed

Date  
01/03/2018

Approved

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

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. . Fisica dei solidi e dei fluidi).

## PROFILE DETAILS

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**.

Indicate any extracurricular certifications (computer, language, work) that you hold. In case of lack of extracurricular certifications, select «Nessuna certificazione» for each item.

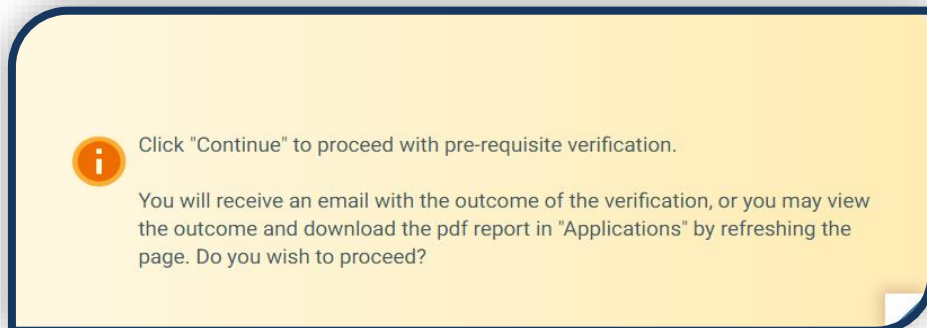
This section is common to all degree courses, but only for some of them it is useful for admission purposes (see [Course Admission Procedures](#)).

In the absence of a certification, it is possible to take an English test. Click "REGISTER" and see the [related information](#). The result of the test will be available in the "LIST OF TESTS" tab.



# VERIFICATION OF THE CURRICULAR REQUIREMENTS

After uploading the exams this notice appears.



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.



The Verification of the curricular requirements can give 3 different outcomes:

1. « **You can pre-register** »/ « **You can enrol** »: open the application and occupy your position.
2. « **You can book the interview** »: open the application, book and attend the interview and, if successful, occupy the position.
3. « **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 Pre-register you can enrol**»:  
click on the button «APPLY»  
that you find lower left in the card:



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

The status of your application is «**eligible for enrollment**» and you may continue with the documents upload and the occupation of your position on the course.



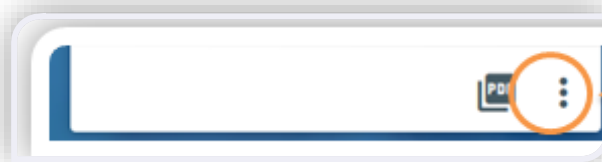
Then select a date to have your admission interview with the graduate coordinating faculty Professor:

 A screenshot of a form titled 'Select interview date'. The form has three columns: 'Date', 'Location', and 'Lecturer/Tutor'. There is a small downward arrow next to the 'Location' header.


In case of a positive outcome, the status of the application becomes «**Eligible for enrollment**» 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 English test to ascertain the language level, you are «exempt» from uploading the certification.

DOCUMENTO D'IDENTITA' / IDENTITY DOCUMENT

Not uploaded

Maximum document size: 5 MB  
Permitted formats: png, jpg, jpeg, tiff, doc, docx, odt, pdf, p7m, mp4, mov, ogg, mpeg, avi, webm

Optional document

ADD



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:

DOWNLOAD DOCUMENT

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.

CONTINUE

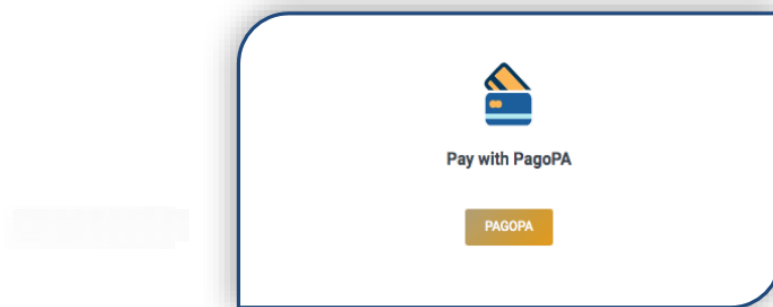
It's normal that the status of the documentation is "**IN PROCESS OF VALIDATION**"



Documentation 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 PagoPA and/or CBILL 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.

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The occupation of the position on the course is confirmed when the status of the application is «**Payment Confirmed**»

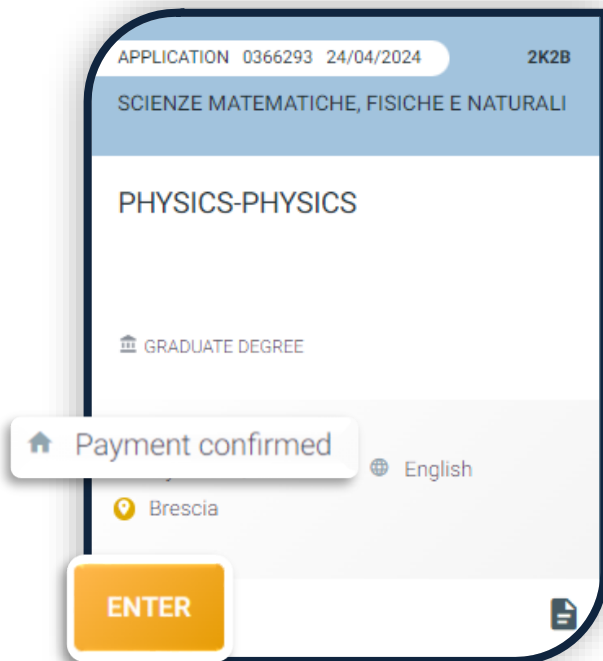
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## PRE -ENROLMENT

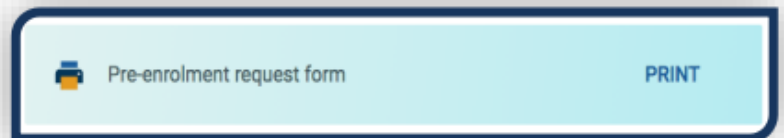
Graduates with curricular integrations assigned, and non-graduate applicants, after occupying a position, may pre-enrol.

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).

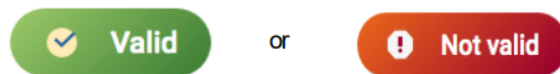


Print the pre-enrolment request form and reload it in the appropriate section after completing and signing it:



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

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



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.

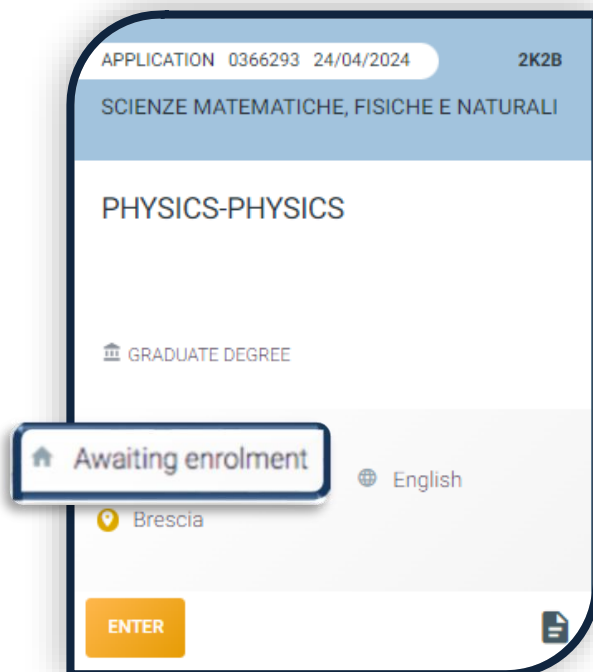
**Pre-registration is considered completed when the Pre-registration Application is valid.**



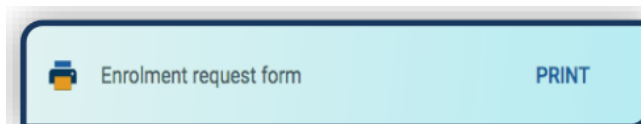
Once you have graduated, update the Bachelor degree entered in the «Profile» - «Qualifications» section by changing it from «in progress» to "achieved" (see page 5); then wait for the validation of the documents previously uploaded. If you are a UC student, wait for the grade to be uploaded automatically.

## ENROLMENT

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

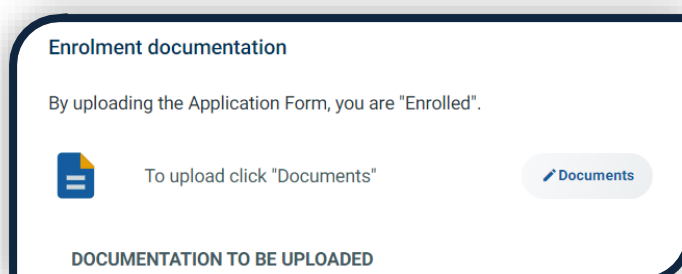


Now you can complete your enrolment. Click on «ENTER» and print your enrolment request form:



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 welcome interview.


## AFTER REGISTRATION

### VALIDATION OF UPLOADED ENROLMENT DOCUMENTATION

After evaluation, the document may be:

 Valid

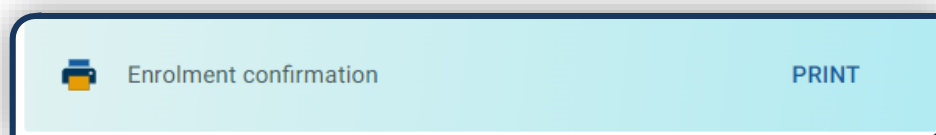
or

 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**».



### 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](#)



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## CONTACTS

If you need help to use the Registration Portal, contact us through the [SUPPORT TAB](#) 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 subject of your interest.