



UNIVERSITÀ
CATTOLICA
del Sacro Cuore

ENROLMENT PORTAL USER GUIDE

Graduate programmes

Faculty of:

- **ECONOMICS AND LAW**
- **AGRICULTURE, FOOD, AND ENVIRONMENTAL SCIENCES**
- **EDUCATION**

Piacenza Campus

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REGISTER TO THE PORTAL

Enrolment in the **graduate degree programme you are interested in** is carried out online via the Enrolment Portal.

To access the Enrolment Portal follow this link: <https://iscrizioni.unicatt.it/iscrizioni>

You will see this login screen:

Inserisci utente e password

Utente

Password

REGISTRATI

ACCEDI

Click on 'REGISTER' or 'LOGIN'.

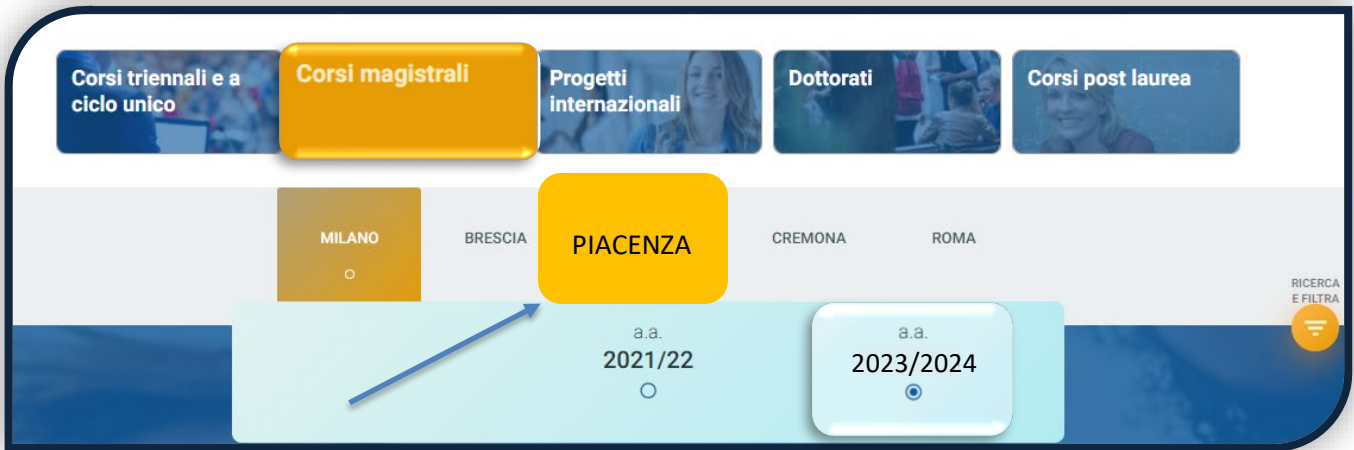


CHOOSE YOUR PROGRAMME

Select 'Graduate programmes', choose the Piacenza campus and the academic year .

Cards for all degree programmes appear: choose the one you are interested in.

You can use the 'SEARCH AND FILTER' function to help you.



The card provides information about the programme. Before continuing, please **read the Admission Procedures carefully**, in particular the indications regarding the admission procedures, requirements and deadlines.

To start the enrolment process, click on 'ENROL' at the bottom left.



FILL OUT YOUR PROFILE

**DATI PRIVACY
E CONDIZIONI**

DATI
CANDIDATO

TITOLI
DI STUDIO

CERTIFICAZIONI
EXTRASCOLASTICHE

CERTIFICAZIONE DISABILITA'
E/O DSA

Please read this section carefully and give your consent to the processing of your personal data where required.

DATI PRIVACY
E CONDIZIONI

**DATI
CANDIDATO**

TITOLI
DI STUDIO

CERTIFICAZIONI
EXTRASCOLASTICHE

CERTIFICAZIONE DISABILITA'
E/O DSA

The personal data to be entered must be those of the applicant. Residence and domicile can be changed at any time.

DATI PRIVACY
E CONDIZIONI

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DI STUDIO**

CERTIFICAZIONI
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CERTIFICAZIONE DISABILITA'
E/O DSA

Please enter the details of your High School Diploma and Undergraduate Degree, even if still in progress. If you have them, also your other qualifications - whether completed, ongoing or interrupted.

Select the type of degree and click on 'ADD', then complete the screen that appears:

The screenshot shows a form titled "Laurea Triennale" with the following fields:

- Tipo conseguimento * (with a callout: "If you have not yet obtained the title, you must indicate it as 'In progress' and the 'Grade' field must be left blank.")
- Lingua titolo *
- Ateneo *
- Corso di laurea *
- Classe di laurea *
- Voto / Voto Lode Approvato
- Data conseguimento/interruzione Data
- Anno accademico

If you have not yet obtained the title, you must indicate it as '**In progress**' and the '**Grade**' field must be left blank.



Once you have obtained your degree, you do not have to add a new title but edit the one you have already entered by updating the 'Type of achievement' from 'In progress' to '**Achieved**' and indicating the grade.

DATI PRIVACY
E CONDIZIONI

DATI
CANDIDATO

TITOLI
DI STUDIO

CERTIFICAZIONI
EXTRASCOLASTICHE

**CERTIFICAZIONE DISABILITA'
E/O DSA**

Fill in this section if you are a student with a DSA or disability and upload the relevant documentation. Then click 'SAVE', otherwise 'CONTINUE'.

FILL OUT YOUR PROFILE

Aggiungi un curriculum studiorum

Titolo di studio
LETTERE MODERNE

Tipologia attività formativa
Insegnamenti

Denominazione attività formativa

Settore scientifico-disciplinare (SSD)
...

CFU

Voto / Voto

Voto Italiano
 Lode Approvato

Data
Data

Attività formativa convalidata

ANNULLA SALVA

The indication of the correct Scientific Disciplinary Sectors (SSD) and University Educational Credits (ECTS) is crucial for the verification of curricular requirements. Make sure they are the ones indicated in your study plan.

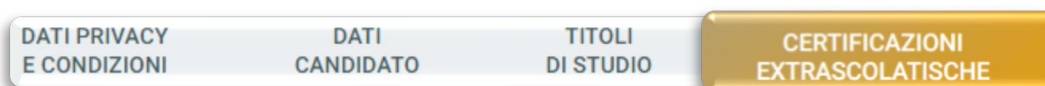


If a course belongs to more than one SSD, you will have to re-enter the course by indicating the different SSD and ECTS and keeping the same grade and date of completion.

If the course has not yet been taken or finalised, leave the 'Grade' and 'Date' fields blank.

The "Validated training activity" box **should only be ticked** if you are entering an examination taken and validated from a previous career. This does not mean you have enrolled.

Click "SAVE" and continue with the next course, until you reach **at least 180 ECTS in total**.



Please indicate any extracurricular certifications (computer, language, work) that you hold.

This section is common to all degree programmes, but only for some is it useful for admission purposes.


ATTENTION: If you have taken the **Assessment test of English language skills online (**)** for admission to the programme, you will find the result in the "TEST LIST" tab automatically.



(**) See [this Notice](#) to find out how to register for the test. When you register, enter the same username you use to login to the Enrolment Portal.

CHECK THE CURRICULAR REQUIREMENTS

Once you complete your Profile, this notice appears:

 Premendo il pulsante "Proseguì" si procederà all'avvio della verifica dei requisiti.

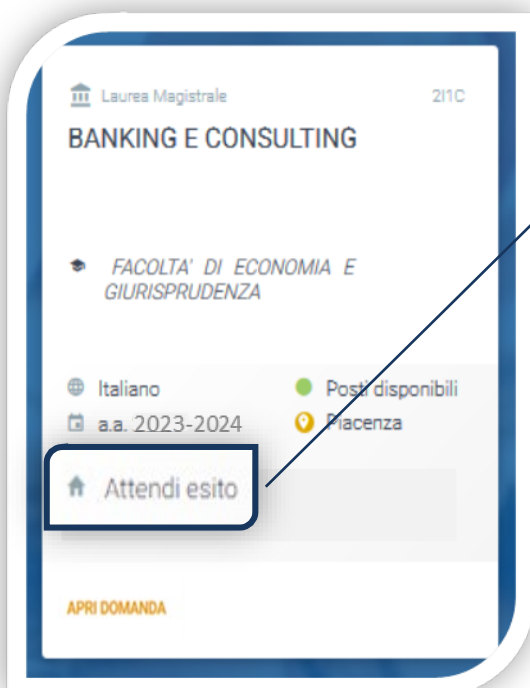
Si raccomanda di inserire correttamente le informazioni relative a: attività formative, crediti (CFU) e settori scientifici disciplinari in quanto la verifica non potrà poi essere annullata.

Riceverai l'esito al tuo indirizzo mail ed effettuando un aggiornamento della pagina "Le tue iscrizioni", potrai anche scaricare il file pdf.

Verification of requirements is an automated procedure that assesses, by checking your undergraduate degree syllabus, whether you are eligible for the programme.

Wait for the outcome of the Verification, which takes a few minutes.

Check the outcome by clicking on the 'PDF' icon, the file is sent to your e-mail.



Verification of requirements can have 3 different outcomes:

1. **"You can pre-enrol" / "You can enrol"**: open the application and reserve your place.
2. **"You can book the interview"** open the application, book the interview and, if successful, reserve your place.
3. **"You are not eligible"**: check the Admission Procedures for the modalities, requirements and deadlines.



Verification of requirements can be done for several programmes, to find out how compatible your study plan is with the various admission requirements. This verification does not coincide with the application opening.



The validity of the outcome of the Verification of Requirements depends on whether you entered your curriculum studiorum correctly: if there are errors in the curriculum uploaded, you will receive a warning e-mail.

OPEN THE APPLICATION

If the outcome of the Verification of Requirements is:

"You can pre-enrol" / "You can enrol"
click on "OPEN APPLICATION" at the bottom left-hand corner of the *card*.

"You can book the interview"
click on "OPEN APPLICATION" at the bottom left-hand corner of the *card*.



The application opens in 'Enrol' status and you can continue with the uploading of documents and the reservation of place.

Please select a date for the admission interview.

Take the interview, if successful, a clearance is issued with an indication of any curricular integrations to be carried out. The status of your application becomes 'Enrol' and you can continue with the upload of your documents and the reservation of your place.

DO NOT open the application if you need to change the data entered in the curriculum studiorum. Once they have been changed, you must update the Verification of Requirements by clicking on this icon:



Once the application has been opened, the Verification of Requirements is no longer editable. Please note, however, that the application must be opened within the deadlines set out in the [Admission Procedures](#).

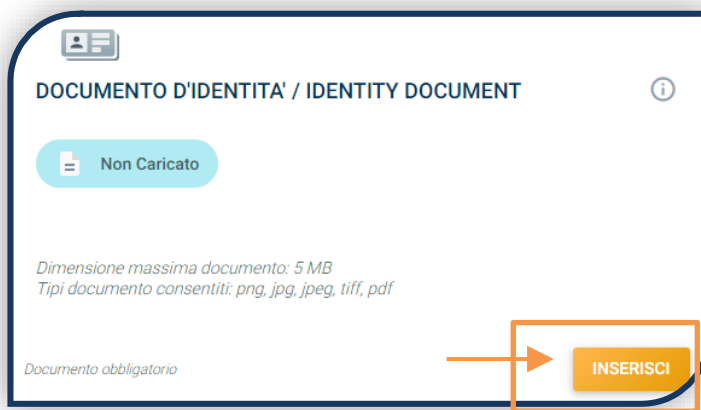
UPLOAD DOCUMENTS

The following documents must be uploaded before reserving your place:

- PHOTOCARD
- IDENTITY DOCUMENT (front and back)
- TAX CODE
- RESIDENCE DOCUMENT (only for non-EU citizens)
- ENGLISH LANGUAGE CERTIFICATION

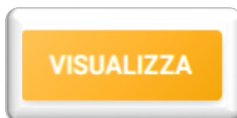


If you have taken the online English language assessment test, you are 'exempt' from uploading the certification.



To upload a document, click on 'ADD' and select the file from your desktop. Each document must be uploaded in a single file. Loading multiple files will overwrite them.

If the upload was successful, the document status becomes:



Documents must be legible and complete. The identity document and tax code must be uploaded front and back. We advise you to always click on 'VIEW' to check what you have uploaded.

Once you have uploaded all the documents indicated as 'mandatory', you must select 'CONTINUE'. Carry on with the procedure **without waiting for the validation of the documents**, which is carried out after the place has been reserved.



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



DOCUMENTAZIONE IN VALUTAZIONE

To access the document section again, click on the icon at the bottom right of the card:



RESERVE YOUR PLACE

To reserve your place, click on the "ENTER" tab on the card, then on "**PagoPA**" and make the payment of the first instalment of university fees for the academic year 2023/2024



Scelta Mezzo di Pagamento



PAGA ON LINE

Paga con carta di credito, bonifico o bollettino postale on line, scegliendo tra i fornitori dei sistemi di pagamento.



PAGA PIU TARDI

Stampa un bollettino AgID e paga con un qualsiasi fornitore di sistemi di pagamento aderente al circuito PagoPA



You will receive a confirmation of place reservation when the status of the application is "**Payment verified**".

At this point you wait for the validation of the documents by the university. The outcome of the validation can be:



or



When the document is 'Invalid' you will find the reason in the notes below the document and you will be notified by email. The new document must be uploaded as soon as possible. To access the document upload section, click on the icon on the card and then on 'MODIFY'.



PRE-ENROLMENT

Graduating students, after reserving their place, can pre-enrol.



Pre-enrolment is recommended when the final examination for the undergraduate degree is expected after September. If planned earlier, it is advisable to wait and enrol directly after obtaining the undergraduate degree.

Print out the pre-enrolment application and upload it in the appropriate section after completing and signing it:

If the upload was successful, the application status becomes **'Pre-enrolled'**.

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



or



When the document is 'Invalid' you will find the reason in the notes below the document and an e-mail will be sent to you. The new document must be uploaded as soon as possible. To access the document upload section, click on the 'ENTER' tab.

Pre-enrolment is considered completed when the Pre-enrolment Application is valid.



Once you have graduated, update the undergraduate degree entered in the 'Profile' - 'Qualifications' section by changing it from 'in progress' to 'achieved' (see page 6); then wait for the validation of the documents previously uploaded. If you are a UC student, wait for the grade to be uploaded automatically.

If the documentation is valid and the undergraduate degree correctly entered, the application status becomes **'Waiting for enrolment'**.

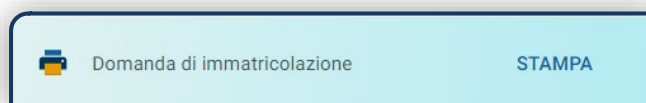
You can now enrol.

ENROLMENT

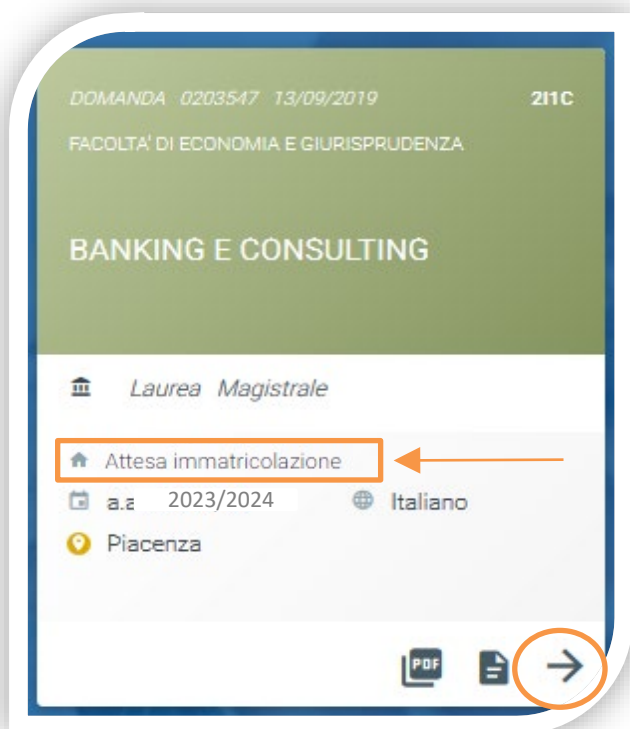
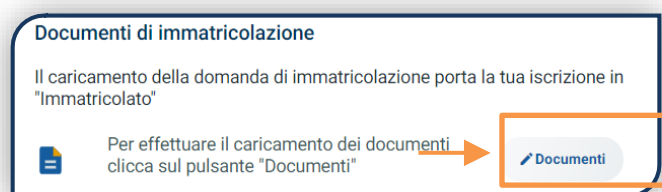
Once payment has been verified, all documents are valid, the application shifts to **'Waiting for enrolment'** status and enrolment can be completed by uploading, in this order, the following documents

1. BAPTISM CERTIFICATE (**UC graduates are exempt**)
2. SELF-CERTIFICATION OF DEGREE AND EXAMINATIONS TAKEN (**UC graduates are exempt**)
3. APPLICATION FORM, completed and signed

To print the **Application Form**, click on "ENTER" and then on:




To upload your Application Form, click on the 'Documents' icon:




AFTER ENROLMENT

VALIDATION OF ENROLMENT DOCUMENTS

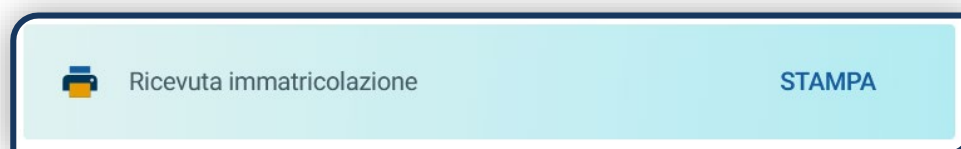
After validation, the document can be

 Valido

 Non valido

When the document is "**Invalid**" you will find the reason in the notes below the document and an email will be sent to you. The new document must be uploaded as soon as possible. To access the document upload section, click on the 'ENTER' tab.

When all documentation is valid, the "**Enrolment receipt**" can be printed out.



UNIVERSITY CARD

Approximately one month after the successful validation of your enrolment documents, you will receive the **Carta Ateneo+ CARD** at the address you indicated on the Enrolment Portal (see "Carta Ateneo+" tab).



- La documentazione di immatricolazione è valida ✓
- Il badge è stato prodotto ✓

UNIVERSITY CONTRIBUTIONS

To determine the amount of the instalments following the first on the basis of the criteria defined in the 'General regulations for determining university fees' follow the guided procedure in this function.

Otherwise, the maximum contribution bracket is automatically assigned.

 [Compila redditi](#)



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CONTACTS

If you need support in using the Enrolment Portal, contact us via the tab **ASSISTANCE** within the Portal, or consult the **FAQ**.

If you have any questions or need clarifications, please contact us via **THIS FORM** by selecting the topic of your interest.