



UNIVERSITÀ
CATTOLICA
del Sacro Cuore

ENROLMENT PORTAL USER GUIDE

Faculty of:

- ECONOMICS AND LAW**
- AGRICULTURE, FOOD, AND ENVIRONMENTAL SCIENCES**
- INTERFACULTY PSYCHOLOGY AND AGRICULTURE, FOOD, AND ENVIRONMENTAL SCIENCES**

Cremona 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:

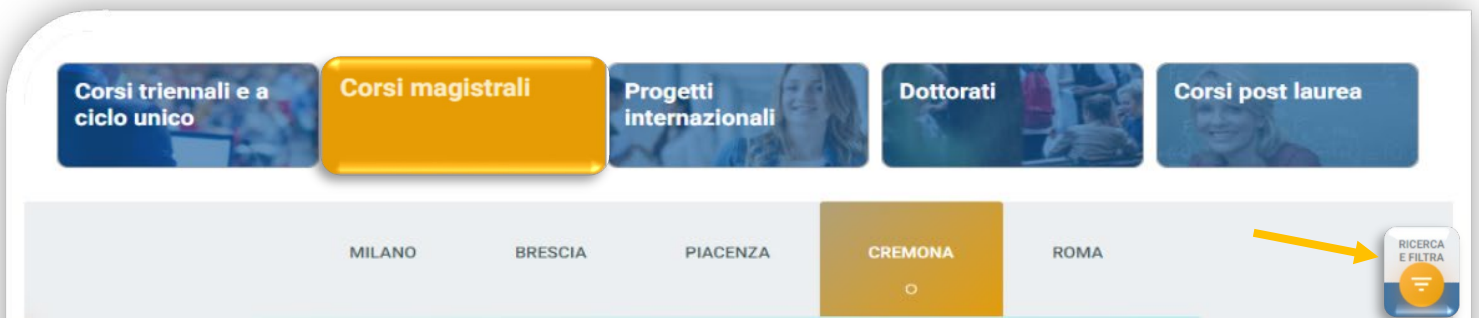
The screenshot shows a login form with the title "Inserisci utente e password". It contains two input fields: "Utente" and "Password". Below the fields are two buttons: "REGISTRATI" and "ACCEDI".

Click on 'REGISTER' or 'LOGIN'.



CHOOSE YOUR PROGRAMME

Select 'Graduate programmes', choose the campus and the academic year.
Cards for all degree programmes appear: choose the one you are interested in.
Use the 'SEARCH AND FILTER' function to help you.



The card provides information about the programme. Before continuing, please read carefully the [Admission Procedures](#).

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

Please enter your biodata, e-mail and mobile phone number. Residence and domicile can be changed at any time.

DATI PRIVACY E CONDIZIONI

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CERTIFICAZIONI EXTRASCOLASTICHE

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, please also enter your other qualifications - whether obtained, in progress 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 * (dropdown menu)
- Lingua titolo * (dropdown menu)
- Ateneo * (dropdown menu)
- Corso di laurea * (dropdown menu)
- Classe di laurea * (dropdown menu)
- Voto / (input field)
- Voto (input field)
- Lode
- Approvato
- Data conseguimento/interruzione Data (calendar icon)
- Anno accademico (info icon)

Two callout boxes provide instructions:

- Box 1: "If you have not yet obtained the title, you must indicate it as **'In progress'** and the field **'Grade'** must be left blank." (An arrow points from this box to the "Tipo conseguimento *" field.)
- Box 2: "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 Degree' from 'In Progress' to 'Achieved' and indicating the grade." (An arrow points from this box to the "Voto /" field.)

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.

To continue click **"SAVE"**.

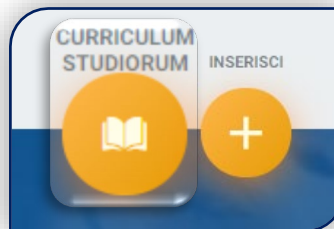
FILL OUT YOUR PROFILE

Once you have entered your undergraduate degree, you must upload each course in your study plan, including any examinations not yet taken.

If you have other degrees (completed or interrupted), you must repeat this operation for each one, indicating the entire curriculum if the degree is completed or only the examinations taken if the degree is interrupted.

The **careers** - in progress, achieved or interrupted - at **Università Cattolica** are automatically entered and you can skip this step.

If they are not UC qualifications, you must enter each training activity (course, final examination, internship, seminar, workshop, etc.) by filling in the following form that appears by clicking "**CURRICULUM STUDIORUM**" then "**ADD**":



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

Attività formativa convalidata

ANNULLA SALVA

Select the qualification related to the course you are entering (e.g. Modern Literature).

From the drop-down menu, select the type of training activity you are entering:

Insegnamenti

Conoscenze linguistiche

Stage / tirocini / abilità informatiche / laboratori / seminari

Prova finale

Course: this is the type of a classic profit examination, it must include a scientific disciplinary sector (SSD) and ECTS.

Language proficiency: foreign language proficiency examinations, usually not involving a grade but an 'Approved' status.

Internships/traineeships: other training activity types that usually do not have an SSD.

Final examination: no SSD or grade needed, 'Approved' is the status if you are graduated.

This is the name of the course (e.g. Italian Literature).

FILL OUT YOUR PROFILE

The screenshot shows a form titled "Aggiungi un curriculum studiorum" with the following fields and callouts:

- Titolo di studio:** LETTERE MODERNE. Callout: "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."
- Tipologia attività formativa:** Insegnamenti.
- Denominazione attività formativa:** [Empty field].
- Settore scientifico-disciplinare (SSD):** [Dropdown menu].
- CFU:** [Input field].
- Voto:** [Input field] / [Input field]. Callout: "If a course is related to more SSD, you will have to re-enter the course by indicating different SSD and ECTS and keeping the same 'grade' and 'date' of achievement."
- Data:** [Input field]. Callout: "If the course has not yet been taken or completed, leave the 'Grade' and 'Date' fields blank."
- Voto Italiano:** Lode Approvato.
- Attività formativa convalidata:** . Callout: "The 'Validated training activity' box **should be ticked** only if you are entering an examination taken and validated from a previous career. This does not mean you have enrolled."
- Buttons:** ANNULLA and SALVA.

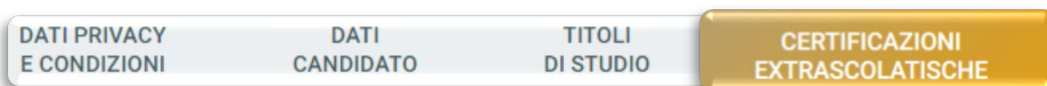
The indication of the correct Scientific Disciplinary Sectors (SSD) and University Educational Credits (ECTS) is crucial for the verification of curricular requirements. Make sure they are the ones indicated in your study plan.

! If a course is related to more SSD, you will have to re-enter the course by indicating different SSD and ECTS and keeping the same 'grade' and 'date' of achievement.

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

The "Validated training activity" box **should be ticked** only 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 extra-curricular 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 (see the [Admission Procedures](#)).


PLEASE NOTE: If you took the online English language test (**) for admission to the programme, you will automatically find the result in the "TESTS LIST" tab.



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

CHECK THE CURRICULAR REQUIREMENTS

After inserting all courses, this notice appears.

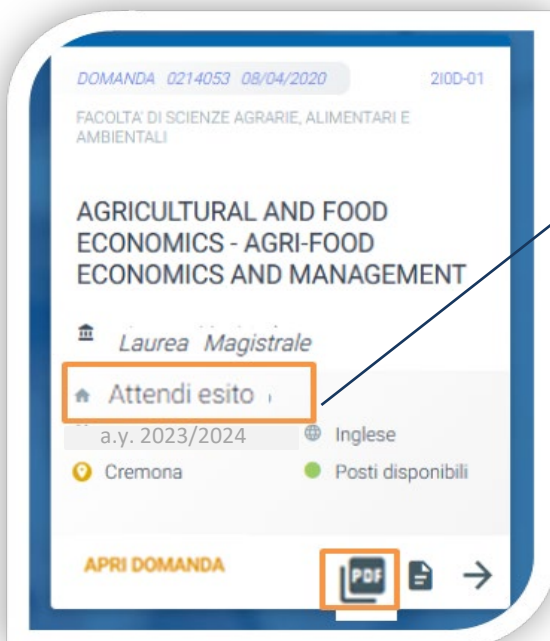
 Premendo il pulsante "Prosegui" si procederà all'avvio della verifica dei requisiti.

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.


The **Requirements Verification** is an automated procedure that **evaluates**, 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 2 different outcomes:

1. **"You can apply for the ranking list"**: open the application, wait for the publication of the ranking list and, if you are among those admitted, reserve your place.
2. **'You are ineligible'**: check the [Admission Procedures](#) for modalities, requirements and deadlines.

 **The verification** of requirements can be done for several programmes, in order to know the compatibility of your study plan 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.

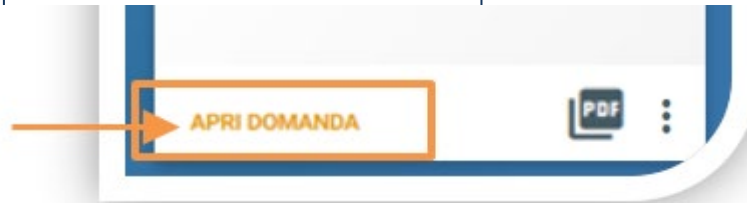
OPEN THE APPLICATION

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 proceed with the uploading of documents and the reservation of place.

Then 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 shifts to '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)



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 is successful, the document status becomes:



VISUALIZZA

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 all documents indicated as **"mandatory"**, the **"CONTINUE"** tab appears. Carry on with the procedure without waiting for the validation of the documents, which is carried out after the place has been reserved.

PROSEGUI

So it is normal that the overall state of the documentation is **"UNDER EVALUATION"**.

 **DOCUMENTAZIONE IN VALUTAZIONE**

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 your university fees.



PAY ONLINE if your bank is among those joining the PagoPA circuit.

PAY LATER to download the payment slip and pay it via your online banking or in person at participating banks or tobacconist's shops.

WARNING: the deadline stated on the slip is standard and should be ignored.

The payment verification is carried out within 24 hours from the payment, but generally it takes a few minutes.

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

PRE-ENROLMENT

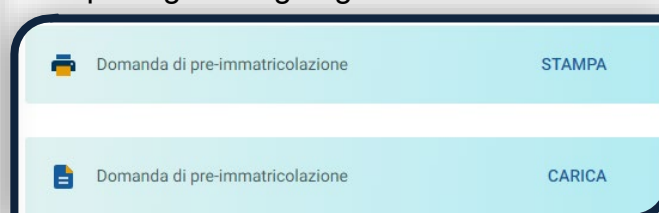
Graduating candidates: after reserving your place, you **may pre-enrol**.



Pre-enrolment is recommended when an 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 turns to **"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 underneath the document and an e-mail 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-enrolment is considered completed when the Pre-enrolment Application is valid.



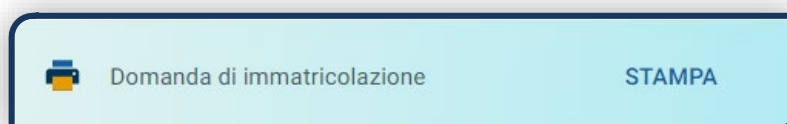
Once you have graduated, update the undergraduate degree entered in the 'Profile' - 'Qualifications' section by changing it from 'in progress' to 'achieved' (see page 6); then wait for the validation of the documents previously uploaded. If you are a UC student, wait for the grade to be uploaded automatically.

ENROLMENT

Once payment has been verified and all documents are valid, the application shifts to **"Waiting for enrolment"**.

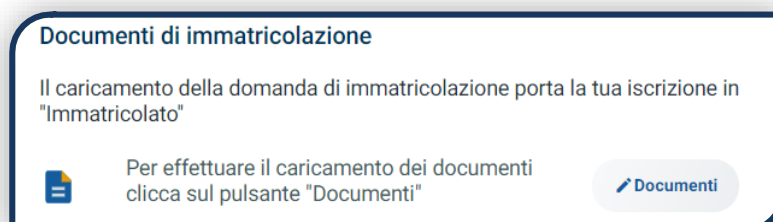


You can now complete your enrolment. Click on 'ENTER' and print out the enrolment application:



Then click on the 'Documents' icon and upload, in order:

1. BAPTISM CERTIFICATE
(either temporary self-declaration or certificate of welcome interview)
1. SELF-CERTIFICATION OF DEGREE AND EXAMINATIONS TAKEN
2. APPLICATION FORM, completed and signed





Students who have not been baptised must upload, instead of the Baptism Certificate, the **WRITTEN DECLARATION** issued by the Pastoral Centre following a brief interview.

AFTER ENROLMENT

VALIDATION OF ENROLMENT DOCUMENTS

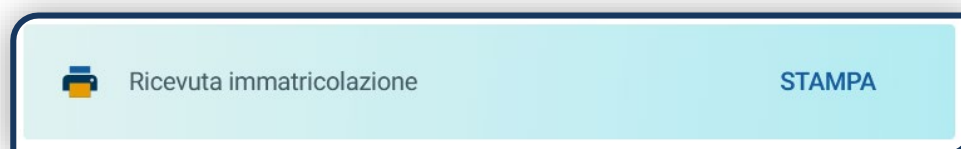
After validation, the document can be

 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 tab "Carta Ateneo+").



- 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, please contact us via the “**HELP**” tab on 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.