

PRE-ENROLMENT GUIDE

in the Single-Cycle Master's Degree Programmes in Medicine & Surgery A.Y. 2024/2025

Dear Student,

The opportunity to pre-enrol in the Single-Cycle Master's Degree Programme in Medicine and Surgery is given to those applicants who have been admitted based on their placement in the final ranking of their respective student pool (EU or NON-EU).

Please be advised that, for the pre-enrolment phase to be finalized, it is not necessary at present to have obtained your final High School Diploma. However, you are required to show proof of having achieved your final Diploma by the time you complete your enrolment (starting from July 2024).

Please note: Students who were admitted to the Medicine and Surgery Degree Programme and declared a **NON-ITALIAN** High School qualification in their application form will receive alternative instructions for the pre-enrolment procedure via e-mail

Check the DEADLINES indicated in the Competition Call (or in the waiting-list announcements).

Within the respective deadlines, you are advised to do the following:

1. log in to your personal profile through the following link: <https://unicatt.esse3.cineca.it/auth/Enrollment/EImmatricolazioneNewAction.do> or, from the menu in the upper right, enter the section *Registrar> Enrollment*;
2. **Request for Consent:** by using the respective flags,

confirm the authenticity of the documents to be uploaded to the system.

3. **Select your ID** (identity card, driving licence or passport), fill in the required data in the section and upload the document. Non-EU students are also required to upload either a statement of commitment to acquiring a type-D Visa in time for their enrolment, or a type-D Visa that was already issued by their respective Italian Consulate or Embassy, or else a valid residence permit.
4. **Declaration of Disability/S.L.D. (Specific Learning Disorders)**: if you hold a certificate, fill in the section dedicated to students with a disability and/or a S.L.D. and upload the certificate in question. If you have already uploaded it while applying for the test, confirm the data displayed in this section and continue.
5. **Upload a passport-sized photo**. The image must comply with the parameters suitable for identification documents and will be used on your personal badge that will be issued once the procedure of enrolment is completed. In all cases of a non-compliant picture being uploaded by the student, please note that any non-compatible image will be discarded automatically and the badge may not be released until the issue is resolved. Check the following website for further reference to the parameters mentioned above:
https://www.poliziadistato.it/statics/10/fotografia_passaporto_web.pdf
6. Provide and confirm the information related to the **High School Diploma** even if you have yet to obtain it within July 2024.
7. In the *Attachment List* section, fill in the required fields and **upload the following documents** (pdf format

only)→

- *Fiscal Code*: (mandatory only for students with at least one Italian citizenship) upload the front/back scan of the document. Rename the file "U202_fiscal_code_surname_name.pdf" while making sure to add your surname and name to the filename itself.
- *Baptism certificate* (not mandatory) Rename the file "U205_certificato_baptism_surname_name.pdf" while making sure to add your surname and name to the filename itself.

8. **Fill in** the data pertaining to your first enrolment to the University system →

- *Type of registration*: standard;
- *Academic year*: indicate the year you first enrolled in this or any University (statistical but mandatory data);
- *Date of first enrolment in the university system*: provide the date you first enrolled at any University even if it is a different University, and/or for a Degree Programme that you did not complete.

9. **Confirm previous choices**: check the data declared and reported on the page. If correct, confirm or go back to make any changes;

10. **Complete the payment of the first instalment** of the tuition fees, amounting to **€ 4.000,00**. The payment in question is necessary for you to complete the pre-enrolment phase (from the menu at the top right of your profile, access the Registrar > Payments and under invoice, download the corresponding payment form).

For admitted students who hold an Italian High School Diploma: You may pay the fee either online (also by credit card) or

by printing the AgID slip and referring to the payment providers who comply with the pagoPA standard.

For admitted students who hold a non-Italian High School Diploma: Upon receiving the initial confirmation e-mail of your admission, you will also find more detailed instructions on the payment procedure.

N.B. = The "*Enrollment Request Addressed to the Rector*" can be downloaded from July 1st to September 6th 2024 after having obtained the High School Diploma (i.e. once the final MARK/GRADE has been entered into the system).

If you have obtained your final High School Diploma - and the Enrolment Request has been unlocked in your pre-enrolment profile – please note that you are required to upload the document in question as well, as soon as the enrolment phase starts (from July 1st to 6th September 2024).

!!!ATTENTION!!!

You will not receive any e-mail confirming that your pre-enrolment was submitted properly:

- After 24 hours from the payment of the first instalment of the University tuition (the one amounting to €4.000,00), you can check whether it was processed through the system (green light) from your pre-enrolment profile (Payments section). Making the payment and then checking whether it has been processed is enough to be sure that your place has been reserved. You can now safely wait for the enrolment phase to begin in July;
- The pre-enrolment procedure is carried out ONLY REMOTELY and needs to be performed through the system explained in this guide. You should not go to the Polo Studenti or send any documentation either by e-mail or certified mail.

What to do before the ENROLMENT PHASE begins (from 1st July to 6th September 2024):

- Make sure that you hold an English Language Certificate that matches the compatible types and minimum scores indicated in the Competition Call (art.8). You will have to upload this certificate together with the Enrolment Request.

Having obtained the minimum score is a strict requirement for the certificate to be accepted:

Type of Exam	Score
ACADEMIC IELTS	6.0
TOEFL IBT	80
TOEFL Computer Based	213
TOEFL Paper Based	550
CAMBRIDGE ESOL	FCE "First Certificate" with Grade B

Make sure to also prepare the required health certifications:

Within 60 days from your enrolment, you will be required to submit the **Medical Certification Form** (downloadable from our website from July 1st) duly completed, signed and stamped by the referring doctor ("medico di base" / general practitioner). The medical certification form in question will certify that, within 60 days from enrolment, you have undergone the Mantoux tuberculin test at your respective ASL (local health unit) and that you have been vaccinated against viral hepatitis B.

For info and support: call **800.954.459** (Monday - Friday from 8.00 to 19.00 and Saturday from 9.00 to 13.00) or fill out the [information request form](#).



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