**English-taught
Medicine and Surgery
Degree Programme**

UNIVERSITÀ
CATTOLICA
del Sacro Cuore

Enrolment Guide
For International Students

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The instructions contained in this guide refer to the final part of the admission process for our Medicine and Surgery Degree Programme, which is called "**Enrolment**".

This phase consists of a few steps that you are kindly asked to fulfill at the earliest in order to finalize your status as a 1st Year student.

Please read these instructions thoroughly and make sure to carefully follow each of the steps herein outlined.

1) Login to the Enrolment Portal

A. Click on the following link to access the "Enrolment Portal":

https://unicatt.esse3.cineca.it/auth/Enrollment/EImmatricolazioneNewAction.do?cod_lingua=eng

B. Click on the **button in the top-right corner** to switch the language of the interface to English.
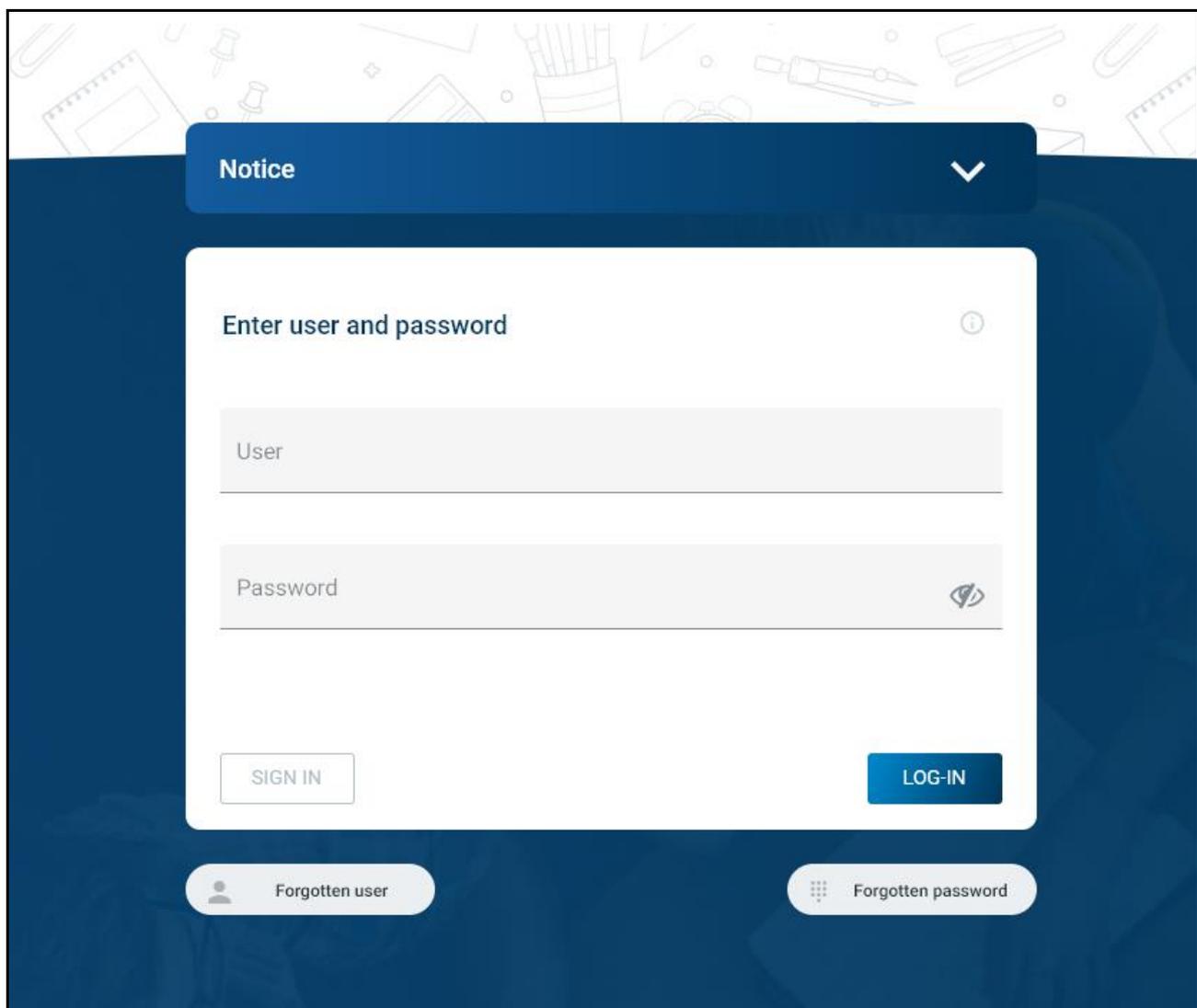
C. Type the **username** and **password** of your Cattolica account.

This is the account that follows the **name.surname01** format, the same one you activated and used when you completed the pre-enrolment phase.

IMPORTANT: make sure to memorize your Cattolica username and password! These credentials will serve as your primary login information for all University services.

D. Afterwards, click on the **LOG-IN button** to enter the Enrollment Portal.

2) Update your High School information

Right after logging in to the portal, you should see the following interface:

Before selecting any of the blue buttons at the bottom of this page, you should verify whether the information pertaining to your High School education still needs to be edited or completed.

In fact, you will almost certainly have to add your **final High School grade** and update your High School data.

In order to do this, check the button labelled "**MENU**" in the top-right corner of the interface:
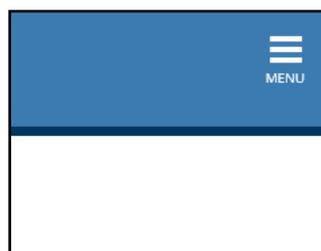
This will open a black sidebar in the interface. Select the options as shown in the following screenshots:
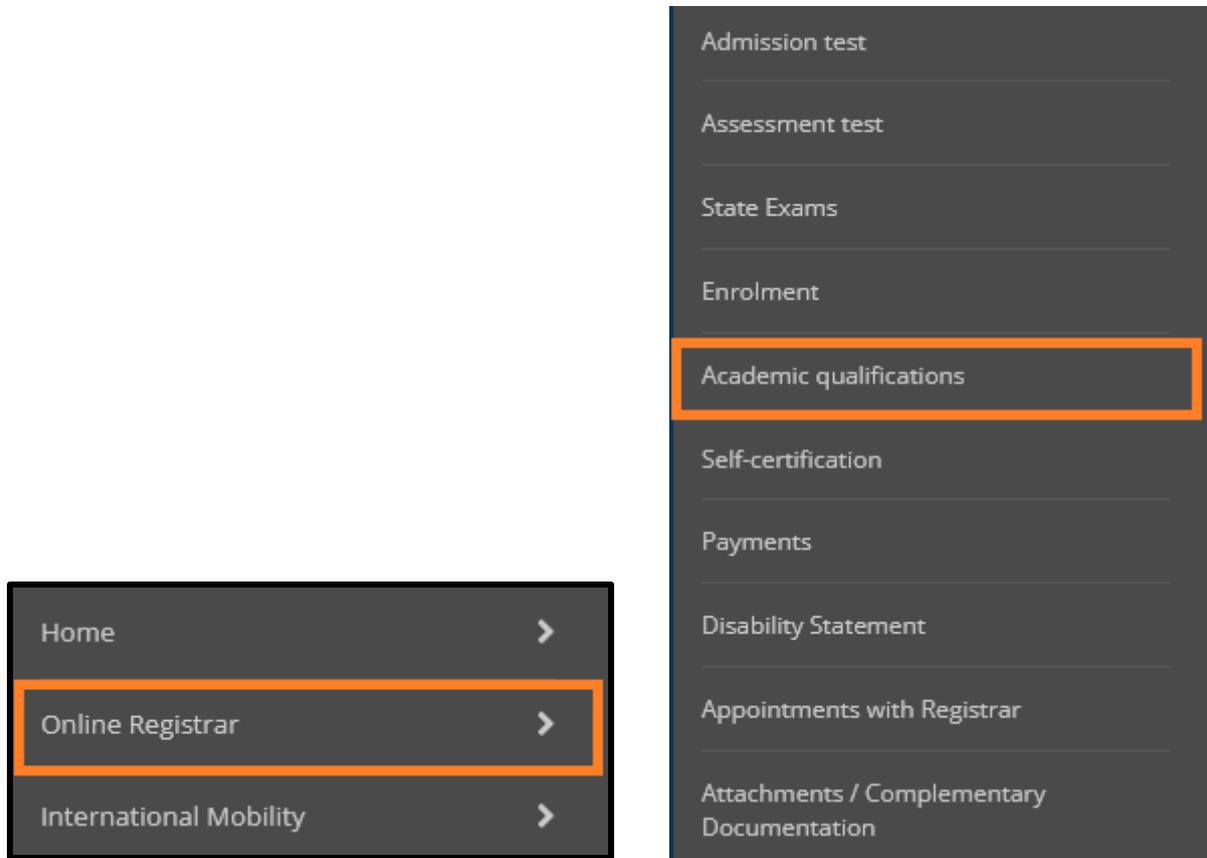
After selecting the option named **"Academic Qualifications"** you will be presented with a new interface that gives you a recap of the High School data that you had submitted during the pre-enrolment phase.

Click on the "**notebook**" icon marked in green, as in the screenshot above, then you will be presented with the following interface.

- If your Qualification was marked as "not yet awarded", select "**awarded**" by checking the corresponding box in the menu.
- If the "**Award Year**" was not filled in, type the current year.

- Under the "**Grade**" category:
    o either indicate your final High School Diploma grade, in case your final qualification features one all-encompassing final grade;
    o or type "Pass" in case your Diploma does not have any final grade on it.

Once you have performed these edits, click on **Continue** to save your changes. You will be taken automatically to the previous screen.

3) Print the Enrolment Form

As soon as the High School information is properly updated, you will gain access to the option that allows you to **download your own customized Enrolment Form**.

Click again on the button labelled "**MENU**" in the top-right corner of the interface:
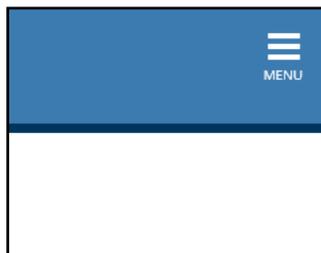
Then select **"Online Registrar" -> "Enrolment"**, as shown in the following screenshots.
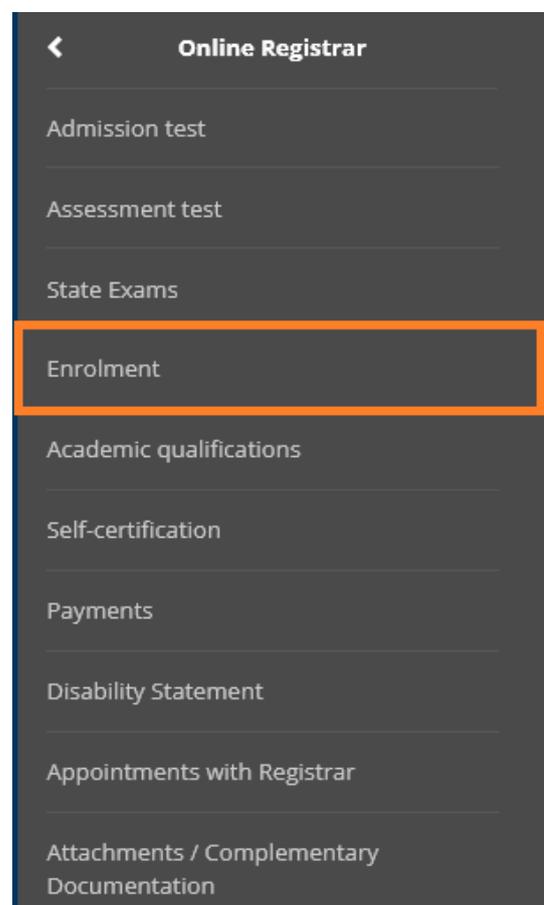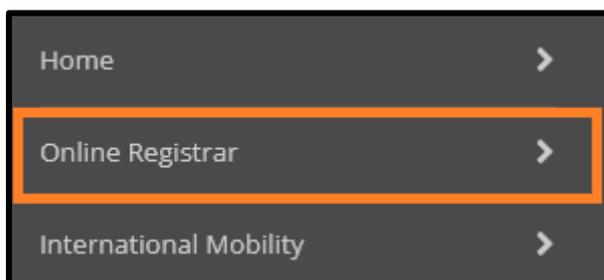
Doing so will allow you to go back to the main interface for your enrolment procedure. Now, look at the bottom of the page and you will see a blue button labelled **"Print Enrolment Request Form".**

- Select that option to generate your **Enrolment Form.**
- Students are kindly asked to **print and fill out the form, then sign it** wherever the signature is indicated as required.
- Once you have finished filling out the form in its entirety, **scan and acquire a digital copy of the signed form, then save it for later.**

4) Upload your Documents

We have finally reached the last part of your enrolment procedure. At this point, you will be kindly asked to upload some paperwork that will enable the administration to finalize your status, once and for all, as an enrolled student of our Medicine and Surgery Degree Programme.

Here is a recap of the documents that you need to acquire and prepare for this purpose. Pay special attention to the extra requirements that may be applied, depending on whether a certain condition might have been fulfilled or not, or whether you are a EU student or a NON-EU student.

☐ A scan of your "Enrolment Form" (downloaded from the enrolment portal), duly filled out and signed.

☐ A scan of your "Income Area Form" (provided to you by e-mail), duly filled out and signed.

☐ The payment receipt of your €4.000 pre-enrolment fee.
(this is the same one that you had sent to the International Admissions office, back in the day, to confirm your pre-enrolment. No extra payment is required at present to finalize your enrolment)

☐ A scan of your final High School Diploma.
  ☐ **Further requirement only if indicated as necessary:**
  Either the "Dichiarazione di Valore" issued by the Italian Embassy or Consulate in the Country where the High School qualification was awarded, or an equally valid statement that certifies the eligibility of the qualification, such as the "Statement of Comparability" issued by CIMEA.

- A scan of Your Passport.
  - **Further requirement only for NON-EU students living outside of Italy:** A valid Visa for Study-related reasons (type D), issued by the Italian Embassy or Consulate.

- **(If you have it)** your Certificate of Baptism.

- A Fiscal Code / "Codice Fiscale". **If you do not have this document, you may skip this requirement for now. You will be able to request the Fiscal Code later on in Rome.**

- Certificate of Vaccination for Hepatitis B

- Certificate of anti-tuberculin Mantoux test, which must be carried out no more than 3 months before you present the paperwork for your enrolment

  - **Only if the main medium of instruction of your High School studies was NOT English:** one of the following English Language Certifications. Please check the respective minimum scores as well.

    - ACADEMIC IELTS – 6.0
    - TOEFL IBT – 80
    - TOEFL Computer-based – 213
    - TOEFL Paper-based – 550
    - CAMBRIDGE ESOL – First Certificate (FCE) with at least Grade B

Now go back once again to the main Enrolment page, by clicking on the "**Menu**" button in the top-right corner, then selecting **"Online Registrar" -> "Enrolment".**

Then, select the button labelled **"Manage attachments".**

At this point, after clicking on that button you should see the following page, containing a list of options that allow you to add "attachments":

For each of the categories listed in this new section, clicking on the respective blue button labelled **"Add Attachment"** will allow you to **upload the corresponding document**.

Take a look at the following list to understand exactly which documents you have to upload for each section, and what to type in the corresponding text fields.

1) CATEGORY: **"Enrolment Request Form"**

   DOCUMENT TO UPLOAD: The scanned Enrollment Form, filled out and signed.

   In both the name and description fields, type "Enrolment Request Form".

2) CATEGORY: **"Other Attachments"**

   Please note: you will need to upload multiple documents under this category, one by one.

   Please find here the list of paperwork that should be added in this section.

   2A - Your €4.000 Pre-Enrolment Fee Payment Receipt

   In both the name and description fields, type "Pre-Enrolment Fee".

   2B - A scan of your final High School Diploma

   TITLE/NAME: High School Diploma

   DESCRIPTION: type here the specific name/type of the Diploma you have obtained (for example, "3 A-Levels (UK)", etc.)

3) CATEGORY: **"Identification Document (Passport)"**

   DOCUMENT TO UPLOAD: A scan of your Passport - only the page(s) containing your picture and personal information

   In both the name and description fields, type "Type-D Visa".

4) CATEGORY: **"Language Certification – Medicine and Surgery"**

   Only if the main medium of instruction of your High School studies was NOT English

   DOCUMENT TO UPLOAD: your English Language Certification

   In both the name and the description fields, please type the name/type of the specific English Language Certification that you have obtained (for example "TOEFL IBT", etc.).

5) CATEGORY: **"Certificate of Baptism"**

DOCUMENT TO UPLOAD: **Only if you have it -** A scan of your certificate of Baptism.

In both the name and description fields, type "Certificate of Baptism".

6) CATEGORY: **"Income Statement"**

DOCUMENT TO UPLOAD: The income statement form (sent to you by e-mail), duly filled out and signed.

In both the name and description fields, type "Income Statement".

7) CATEGORY: **"Codice Fiscale - Italian Tax Identification Number"**

DOCUMENT TO UPLOAD: **Only if you have it -** A scan of your official "Codice Fiscale" (Fiscal Code)

In both the name and description fields, type "Fiscal Code".

- o **Important**: You need to upload the official "Codice Fiscale" in the form of the paper issued by the "Agenzia delle Entrate" governmental office. If you have yet to obtain this document, please ignore this part and move on with the upload of the other documents.

8) CATEGORY: **"Permit of Stay"**

DOCUMENT TO UPLOAD: **Only for NON-EU students living outside of Italy** - A photocopy of the Entry Visa page on your Passport, issued by the Italian Embassy/Consulate

In both the name and description fields, type "Type-D Visa".

- o **Important**: If you are a NON-EU student living outside of Italy and have yet to receive your Visa, please skip this upload and ignore this category for the time being.

9) CATEGORY: "**Dichiarazione di Valore (statement of comparable value of qualification)"**

DOCUMENT TO UPLOAD: **Only if indicated as necessary -** Either the "Dichiarazione di Valore" issued by the Italian Embassy or Consulate in the Country where the High School qualification was awarded, or an equally valid statement that certifies the eligibility of the qualification, such as the "Statement of Comparability" issued by CIMEA.

In both the name and description fields, type either "Dichiarazione di Valore" or "Statement of Comparability", depending on which specific document you are uploading.

10) CATEGORY: **"Health/Medical Certification - Mantoux, etc."**
Please note: you will need to upload multiple documents under this category, one by one. Please find here the list of paperwork that should be added in this section.
For all these documents, simply type the name of each document in the "Title/name" and "Description" fields:

       10A - Certificate of Vaccination for Hepatitis B
       10B - Certificate of anti-tuberculin Mantoux test

Once you have finished uploading your documents, click on the button labelled **"Continue"** at the bottom of the page.

5) Final Instructions

Area for Registered Users - Welcome

Personal Details	Hide details ▼

Name Family Name
Permanent address

→ edit

Current address

→ edit

Invoicing address

→ edit

Email

Student Status	Hide details ▼

Academic Year:
Year of Regulation:
Studies Status:**active** 🟢

Programme:**MEDICINE AND SURGERY**
Faculty:**FACULTY OF MEDICINE AND SURGERY**
Track:
Class:

Duration: 6 years   Programme Year: 1°
Order: Legislation:

Enrolment date:

- If everything went well and you followed all the instructions thoroughly, you will now see a recap interface as in the screenshot above.
- **IMPORTANT:** Make sure to send an e-mail to international.admissions-rm@unicatt.it, confirming that you have completed the required uploads on the system.
- After sending this confirmation e-mail, **please allow at least 7 working days for the International Admissions office to check the validity of the documents that you have uploaded.**
- The office will then get back to you via e-mail and, once everything has been verified, will provide a definitive confirmation of your enrolment status.