Guide to Pre-Enrolment Application

PART 1- Registration

1. [Register on the portal UNIVERSITALY](#).

   NB: choose immediately the language you prefer when completing the form (ITA or ENG).

2. Wait for an email from universitaly@cineca.it to the email you provided at registration phase: you'll be asked to finalize your registration inserting a password of your choice.

3. Complete your registration inserting a password.

4. Wait for a new email from universitaly@cineca.it that confirms your registration has been successful.

5. [Click there](#) to login and start the pre-enrolment process.

   Note 1: if you want to temporarily interrupt the pre-enrolment process, you will be able to resume from the exact point where you left it last.

   Note 2: if the webpage is left inactive for too long, you will see the message "authentication problem" on a white webpage. You will not need to start again from scratch.

PART 2 – Pre-enrolment

This second part of the process is subdivided in 3 steps:

STEP A: Completion of personal data;

STEP B: Completion of the details of: i) the Embassy or Consulate in which you will present the study visa request, and ii) of the academic course you've been admitted on;

STEP C: Upload of the academic documents required.

STEP A

Insert your personal data, home address, and personal contacts.

Note 1: indicate your data exactly as appears on your passport.

Note 2: all data is required, even if without an *

STEP B

Upload on the portal a copy of your passport and a passport-sized photo. Indicate the Italian Embassy or Consulate you plan on asking for your study visa, and subsequently, indicate the

details related to the academic course you've been admitted to, the curriculum and the campus location of the program. (Remember Università Cattolica has campuses in the cities of Milan, Brescia, Piacenza, Cremona, and Rome).

Note 1: if your passport's expiry date is after the year 2025, click on "2025" in the drop down menu to see the following years.

Note 2: It is NOT necessary to complete the field 'ID ACCOUNT AT THE CHOSEN UNIVERSITY/AFAM/INSTITUTE'.

Note 3: Details on the exact name and type of academic course you've been admitted on are specified in the admission letter you received: check it carefully!

STEP C

Upload your academic qualifications on the portal.

Are you joining us on an undergraduate degree? Please upload:

- mark sheets/transcripts of the final year;
- high school diploma, if available;
- some qualifications require additional documents, check the General diploma requirements in the programme webpage, Admission and tuition > Entry requirements;
- English or Italian language certificate, depending on the teaching language of your academic program (if relevant).

Are you joining us on a 2-year MSc ("laurea magistrale") or 1-year Specializing Master ("Master Universitario")? Please upload:

- official transcripts (which indicate all the exams taken, with grades and credits obtained);
- your undergraduate degree certificate (if available);
- English or Italian language certificate, depending on the teaching language of your academic program (if relevant).

After clicking on SUMMARY, verify that your pre-enrolment application is complete and proceed with SUBMIT. 3 Once the process has been concluded, you will receive a confirmation email of application reception from international.admissions@unicatt.it.