



UNIVERSITÀ  
CATTOLICA  
del Sacro Cuore

## Application guidelines

2-year Master degree (*Laurea Magistrale*)

**In order to ensure that you complete the application process successfully, read the following guidelines carefully.**

**Note:** you do not need to complete the application in one session; you can save a partially completed application. If you do this, you can simply return to the **Self Service Center (SSC)** and carry on from where you left off. Just make sure you don't miss the final deadline!

### About you

- Citizenship indicates the country issuing your passport, which may not correspond to your country of birth, nor current country of residence. If you have both a EU and a non-EU citizenship, please indicate the EU citizenship first and upload both passports / ID.
- Residence: indicate your country of residence, which is where you are fiscally liable to taxes. This may not correspond to your current mailing address.
- Italian Residency permit details: if you are a non-EU citizen already living in Italy, upload a copy of your "permesso di soggiorno".

### Academic information

- Education History: indicate how many years of general schooling you did before receiving your secondary school diploma, e.g. Italy has 13 years from primary to high school, whereas other countries may have less, 11 or 12.
- High School information: fill in with information regarding the high school where you graduated.
- College information: fill in with information regarding the most recent College/University you have attended, and where you have completed or are in the process of completing your degree.
- Add Another Response if you have transferred at any time during your undergraduate degree, or list here your undergraduate school if you have completed a previous degree.

### English language proficiency

If you have to provide an English language certificate, upload it here (check with "Entry requirements" of the program to which you are applying).

If you have not yet obtained a certificate, you shall provide the scheduled test date.

If you have had English as a medium of instruction at tertiary education level, please upload an official statement from your university.

### Second choice program

You can indicate a second choice program. If your application for the first choice is not successful, you will be evaluated for your second choice program.

### Additional information

- Agent: if applicable, make sure that you indicate the name of the agent or agency that has assisted/is working with you in completing the admission process.
- Scholarship: income and merit based scholarships are provided by [EDUCatt](#). As an alternative, only for non-EU residents: if you want to be considered for the UCSC International Scholarship (a discount on tuition fees, see Program webpage, section "Admission and tuition > Tuition fee and scholarships"), enter "yes" in the relevant section of the tab "Additional information". No other documents are required.

If you want to apply for the [Africa Scholars program](#) (a discount on tuition fees), enter "yes" in the relevant section of the tab "Additional information". No other documents are required.



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### Requirements

Scan and upload the following documents:

- Copy of passport (page with your data and photo);
- Italian fiscal code, if available;
- Copy of your high school diploma (\*);
- Copy of your bachelor degree - if already available (\*);
- Official transcripts of the bachelor degree including grading and credit system explanation (\*);
- Updated CV;
- Motivation letter – in a couple of paragraphs explain why you want to study with us;
- Academic reference – you can use the fields “Additional documents 1/2”;
- GRE/GMAT score report (Optional).

(\* Documents accepted in Italian, English, French, Spanish.

**All documents must be uploaded in a legible format, preferably pdf.**

### Application fee payment

After you have filled out the application and uploaded the required documents, you can submit it. You will be automatically directed to the PayPal website, where you can pay the application fee by using **a PayPal account or a credit card**.

Please check [if PayPal serves your country](#). Should it not be available, please contact us.

If you decide to pay in a different session, you will have to log in your SSC, where a summary of your application divided into two parts will be displayed:

- *Requirements*: you can find the list of the documents attached;
- *Invoice*: click on **“Make Payment”** and you will be directed to the PayPal website.

Your application will not be reviewed until the payment is made: check that its status in your Self Service Center is **“Applied and paid”**. In case it is not, please contact [international.inquiry@unicatt.it](mailto:international.inquiry@unicatt.it).

### Results

Once you have submitted your completed application, you will be able to track its progress from the Self Service Center (SSC). The SSC is a secure site that allows you to edit some of your personal details, submit further documents that may be requested by our admissions team, and receive updates about the evaluation process.

We strongly recommend you check it regularly: in case any document is missing, a message of “Incomplete” application will be displayed. You will be notified by email when an update on your application is published – please check the spam box as well.

You will have to communicate your response to any offers you receive from the SSC.

### Confirmation of participation

In case of admission, you will have to pay a deposit of € 1470 to confirm your place in the program.

Payment instructions will be provided

You will have to communicate your response to any offers you receive from the SSC.