

Pre-Enrolment Guide For International Students

2024-2025

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The instructions contained in this guide refer to a procedure internally called “Pre-Enrolment”, which consists of the confirmation of the offer and the payment of the first instalment of the tuition for our Medicine and Surgery Degree Programme.

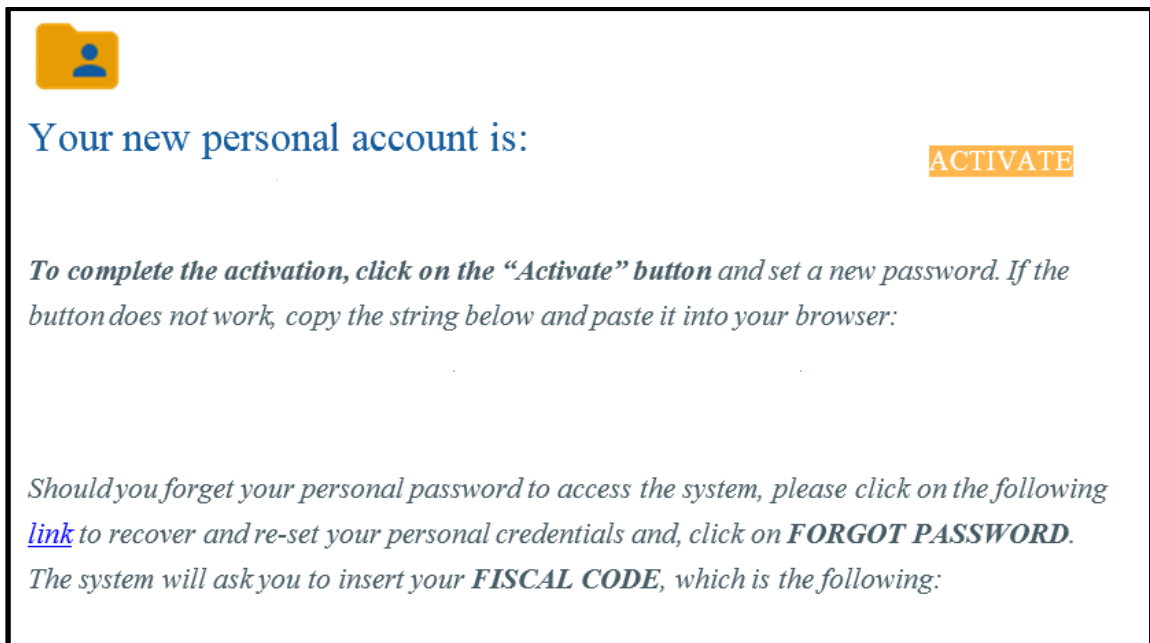
It is **not** to be confused with the *institutional pre-enrolment for NON-EU students living abroad*, which is a completely separate process that is specific to NON-EU candidates. The institutional pre-enrolment refers to the application for the Entry Visa issued by the Italian Embassy/Consulate. It is part of the immigration process which is exclusive to NON-EU candidates.

Whether you are an EU or a NON-EU student, if you wish to confirm your seat in the 1st Year of our Programme, the first thing you should do is **follow the instructions, finalize the payment of the first instalment of the tuition and complete all the steps herein described.**

1) Login to the Enrolment Portal

- A. If you have not yet done so, **please activate your Cattolica personal account** by following the instructions contained in the e-mail that was sent some time ago by iam_noreply@unicatt.it.

The activation e-mail should look like this:



In case you cannot find the activation e-mail, please make sure to check inside the “**Spam**” folder of your mailbox. Some e-mail providers might incorrectly flag the message in question as malicious, so make sure to check all the sections of your mailbox thoroughly.

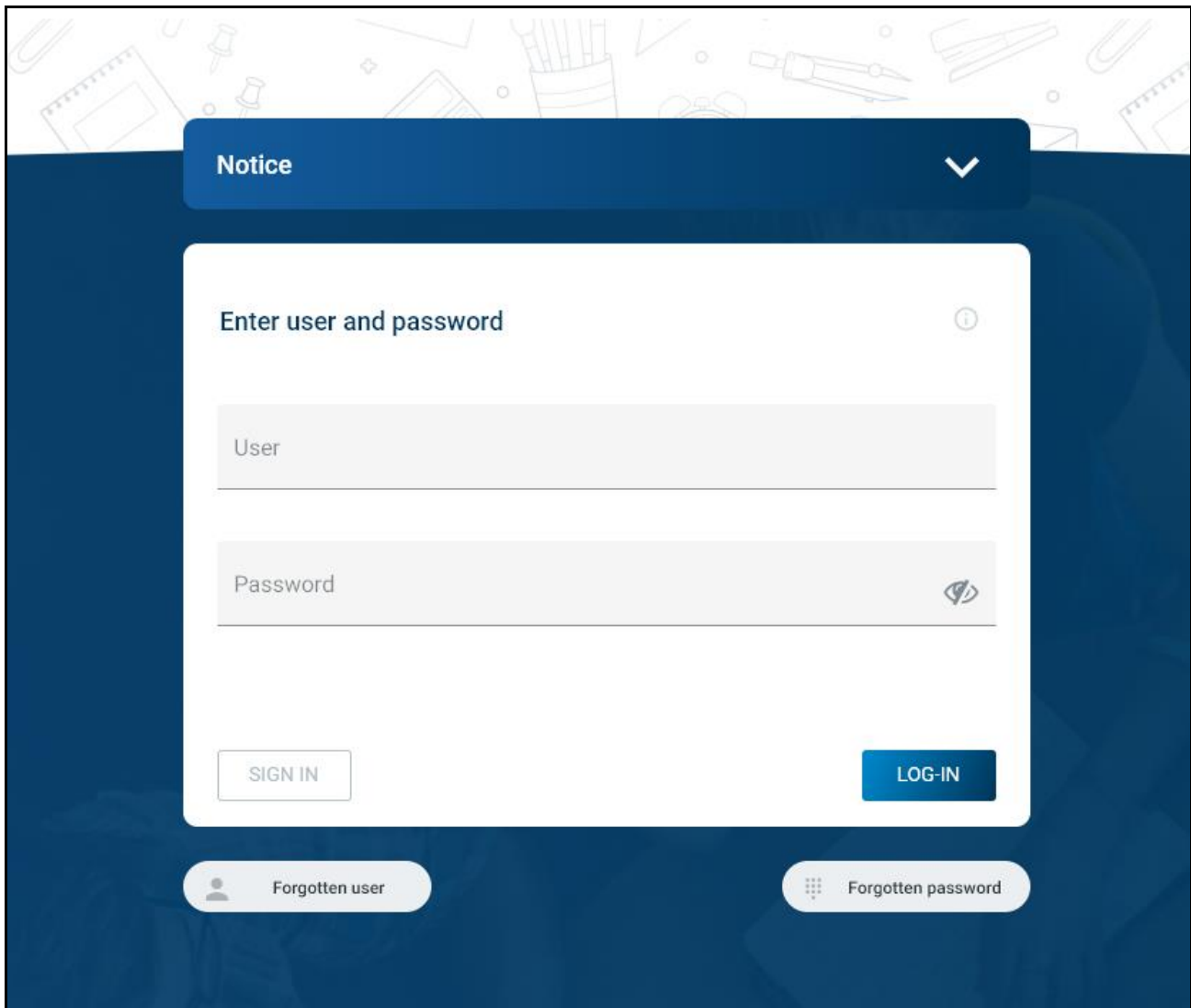
Should you still encounter issues or be unable to locate the activation e-mail, please write to international.admissions-rm@unicatt.it.

In all such cases, **do not create a new account or attempt any workaround**.
Make sure to wait for a response from our team.

- B. **Once you have activated your account**, click on the following link to access the “Enrollment Portal”:

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

C. Click on the **button in the top-right corner** to switch the language of the interface to English.

A screenshot of a web interface. At the top, there is a dark blue header with a white 'Notice' dropdown menu. Below the header is a white login form titled 'Enter user and password'. The form contains two input fields: 'User' and 'Password'. The 'Password' field has a toggle icon for visibility. Below the input fields are two buttons: 'SIGN IN' (white with a grey border) and 'LOG-IN' (solid blue). At the bottom of the form, there are two links: 'Forgotten user' (with a person icon) and 'Forgotten password' (with a grid icon). The background of the page is dark blue with faint white icons of school supplies like a pencil, paper, and ruler.

D. Type the **username** and **password** of your newly activated account.

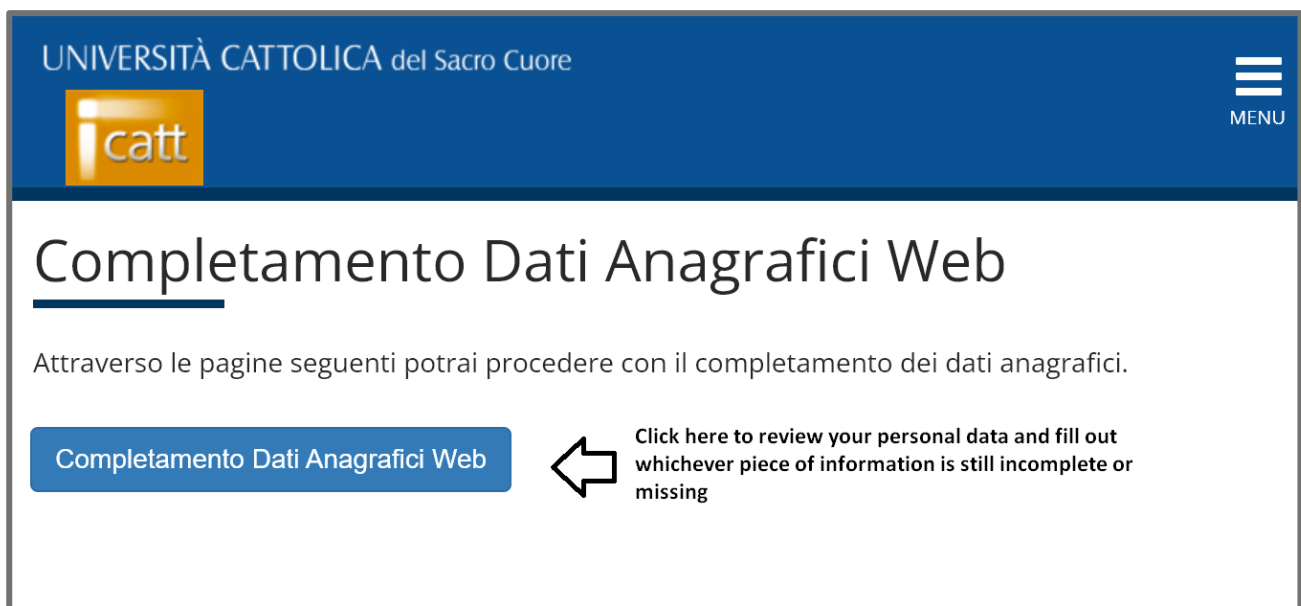
IMPORTANT: Make sure to memorize your username and password! From this point onwards, these credentials will serve as your login information for almost all Cattolica services and interfaces.

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

2) The Enrolment Portal

The first thing you should do when entering the Enrolment Portal is check whether you see a page that asks you to fix/update your Personal Data (ie your address, phone number, etc.)

This is what it looks like in the Italian version of the interface:



The screenshot shows the top navigation bar of the Università Cattolica del Sacro Cuore website, featuring the 'i catt' logo and a 'MENU' button. The main heading is 'Completamento Dati Anagrafici Web'. Below the heading, there is a paragraph of text and a blue button labeled 'Completamento Dati Anagrafici Web'. An arrow points from the text to the button, with a note: 'Click here to review your personal data and fill out whichever piece of information is still incomplete or missing'.

If you see this section, it simply means that some part of your Personal Data appears to be missing or incorrect. Click on the blue button to access the area of the Portal where you can modify, fix or update your personal information.

Check which part seems to be incomplete. You will figure out which detail you need to fill in by looking at the text highlighted in red.

Once you finish typing the information that was deemed to be incomplete or absent, click on the blue button to confirm and save your edits.

On the other hand, if the first page you see after logging in is titled “**Enrolment**” or “**Studies Programme Selection**”, it means that your Personal Data was recorded correctly and you are not required to commit any change.

In this case, you can safely move on to the next steps of the procedure.

You may now either see a section named “**Studies Programme Selection**”, or another page titled “**Enrolment**”.

In the event that you see the “selection” page first, simply click on the “**Select**” button that matches the Degree Programme you are applying for (in this case, Medicine and Surgery).

Student ID Number	Degree Programme
+	Medicine and Surgery

Select

Doing so will lead you to the “**Enrolment**” section of the interface. Click on the buttons exactly as shown in the following screenshots:

UNIVERSITÀ CATTOLICA del Sacro Cuore

i catt

Enrolment

You will be able to proceed with enrolment on the degree programme selected by completing the information requested in the next sections.

Enrolment ← Click here

Enrolment: Select admission type

You will be able to enrol into your selected degree programme by completing the information you will find in the next pages.

Select the appropriate admission type for the degree programme

Enrolment on degree programme without restriction.


Enrolment on degree programme with restricted admission and entry test. ← Select this option

Back Continue ← Then click here to confirm

Enrolment: Degree programme type selection

You will find on this page options from which to select the type of degree programme you wish to proceed with enrolment.


Degree programme type selection

After Reform* 6-YEAR INTEGRATED GRADUATE DEGREE (SINGLE-CYCLE)  **Select this option**

[Back](#) [Forward](#)  **Then click here to confirm**

Enrolment: Degree programme selection

You will find on this page options from which to select the degree programme you wish to proceed with enrolment.

Faculty	
FACULTY OF MEDICINE AND SURGERY	<input checked="" type="radio"/> MEDICINE AND SURGERY  Select this option

[Back](#) [Continue](#)  **Then click here to confirm**

Degree Programme selection confirmed

You will find on this page a summary of all your selected options pertaining to your studies. If correct, proceed with your confirmation, otherwise use the "Back" tab to make changes.

Degree programme

Enrolment application type	
Faculty	FACULTY OF MEDICINE AND SURGERY
Qualification Type	single-cycle graduate degree
Degree Programme Type	6-YEAR INTEGRATED GRADUATE DEGREE (SINGLE-CYCLE)
Academic Year	2022/2023
Degree Programme	MEDICINE AND SURGERY
Degree Programme Order	

[Back](#) [Confirm](#)  **Click here to confirm**

You may now see a section named “**Consent**”. Here you will be asked to provide a confirmation of authenticity with regards to the Personal Data that you have declared up to this point.

Click on “**Yes**” to confirm that the data provided is authentic, then select “**Continue**” to move on to the next steps of the procedure.

Consent

Consent for generalities

I state under my own responsibility:

Yes No

that the generalities, the photo and documentation provided are authentic.

Back Continue

Depending on your nationality and residency status, the next steps of the procedure might be slightly different.

Students with a non-European nationality may now see this section:

Permit of Stay

You will find on this page are permit of stay entered in the system. You may view details and delete them as needed.

List of Permits of Stay

i No Permits of Stay have been entered

Enter new permit of stay

Back Forward

Once you click on the button labelled “**Enter new permit of stay**”, a new page will open, where you need to type a few pieces of information pertaining to:

- your Permit of Stay application, in case you are a NON-EU student who is already living in Italy;
- your future Visa application, in case you are a NON-EU student currently living abroad (outside of Italy).

Permit of Stay

You will find in this page the form to use to enter or change details pertaining to your permit of stay.

Permit of Stay

Issue Date*	<input type="text"/>
	(dd/mm/yyyy)
Expiry Date	<input type="text"/>
	(dd/mm/yyyy)
Type of permit of stay*	<input type="text" value="Application pending"/>
	Application pending
	Unlimited duration
	Limited duration
	Request delayed due to deferred arrival

Case 1 – You are a NON-EU student who is already living in Italy with a Permit of Stay (“permesso di soggiorno”)


- Under “Issue Date”, indicate when (dd/mm/yyyy) your Permit was formally issued
- Under “Expiry Date” put the expiration date as shown on your Permit
- Under “Type of permit of stay”, choose the proper option based on the type of Permit that you have been granted (either “Unlimited duration” or “Limited duration”)
- Click on “Continue”, then once you get to the next page click on “Confirm”

Case 2 – You are a NON-EU student living outside of Italy, who has yet to apply for an Entry Visa

- Under “Issue Date”, type the current date (the date of when you are filling out this online form) as a placeholder.
- Under “Expiry Date” type this placeholder date: **30/12/yyyy (where yyyy stands for the current year)**
- Under “Type of permit of stay”, choose the option labelled “Application pending”
- Click on “Continue”, then once you get to the next page click on “Confirm”

In both “**Case 1**” and “**Case 2**” options, you now have to click on the blue button labelled “**Add attachment**” and upload a matching document.

List of attachments

 No attached documents found

[Add attachment](#)

[Back](#) [Continue](#)

Permit of Stay Attachment

Enter the details pertaining to the attached document

Document information

Title/name:

Description:

Attachment:* No file chosen

[Back](#) [Continue](#)

Case 1 – You are a NON-EU student who is already living in Italy with a Permit of Stay (“permesso di soggiorno”)

- Under “Title/name”, write “Permesso di Soggiorno”
- Under “Description” write “Permesso di Soggiorno”
- Click on the “Choose File” button to upload a scan of your existing Permit
- Click on “Continue”, then once you get to the next page click on “Confirm”

Case 2 – You are a NON-EU student living outside of Italy, who has yet to apply for an Entry Visa

- Under “Title/name”, write “Placeholder”
- Under “Description” write “Placeholder”
- Click on the “Choose File” button to upload:
 - either the “Permit Placeholder” document that you have received by e-mail, together with this guide; or
 - any other placeholder document you may want to submit for the same purpose.
- Click on “Continue”, then once you get to the next page click on “Confirm”

Now, once you get to the next page, select “**Continue**”, then again on “**Forward**” on the following page, to move on with the rest of the procedure.

Identity Document

i There is no information pertaining to Identity Documents

Provide details of new identity document

Back Continue

The system will now ask you to provide some more details related to your ID / Passport and then upload an attachment. Click on **“Provide details of new identity document”**.

Identity Document

You can view on this page the form to use to provide or change information regarding your identity document

Identity document

Document Type*

Number*

Issued by

Issue Date*

(dd/mm/yyyy)

Validity Expiry Date*

(dd/mm/yyyy)

Country

Once you get to the next page as shown in the screenshot above, fill out the form as follows.

- **Document type:** “Passport” or “Identity Card”, depending on the type of document that you intend to upload.
 - **Please note:** non-Italian students are kindly encouraged to upload a copy of their Passport, rather than their local ID card.

- **Number:** the ID number provided on your document. Do not worry about possibly using an inaccurate number for this section. This will be double-checked again later on during the enrolment phase.
- **Issued by:** leave this blank.
- **Issue Date:** type the date of when your ID / Passport was released.
- **Validity Expiry Date:** type the expiry date as indicated on your ID / Passport.
- **Country:** leave this blank.

Click on **Continue** to advance, then click on the blue button labelled **“Upload Attachment”**.

Allegato al Documento di Identità

Indicare i dati del documento allegato.

Documento di Identità

Tipologia Documento:

Numero:

Ente Rilascio:

Data Rilascio:

Data Scadenza:

Document information

Title/name:* ←

Description:* ←


Attachment:* No file chosen ←

Back ←

- **For both “Title/name” and “Description”:** type “Passport” or “Identity Card” depending on the type of document that you intend to upload.
 - **Please note:** non-Italian students are kindly encouraged to upload a copy of their Passport, rather than their local ID card.
- Click on the “Choose File” button to upload a scan of the document, then click on **“Continue”** once you are done with this section.

Disability statement

In this section you may enter and modify all disability or learning differences (DSA) statements.

 No disability statement entered

[Enter a new disability statement](#)

[Back](#)

[Continue](#)



Click on Continue to move on to the next section.

You can safely skip this part

Registration: Personal photo

Select the photo you wish to upload and click the "Upload Photo" tab

Photo preview



Photo preview is not supported on IE versions preceding 10.

Note: to upload image, click on the "Upload Photo" tab.

1

[Scegli il file](#) Nessun file scelto

Note: photo dimension must be 35x40mm(Max25 MByte)

[Upload Photo](#)



2

[Back](#)

[Confirm](#)



Click on the buttons, exactly as shown in the screenshots above. You can skip the disability statement, but **make sure to upload a personal photo**. The photo in question will be used for all your future student records.

3) Qualifications

You will now see a section named “**Detail of requested qualifications**”.

- If you do not have a University Degree (for instance, a Bachelor Degree that you may have obtained before applying to our Medicine and Surgery Programme) you can ignore the box named “Option 1”;
- If you have obtained **or** are going to obtain a University Degree by the end of the current year, check the box named “Option 1” which refers to all cases of a “NON-ITALIAN UNIVERSITY DEGREE” and click on the corresponding “**Enter**” button;

Option 1:

Status	Qualification	Notes	Qualification status	Actions
<input checked="" type="checkbox"/>	NON-ITALIAN UNIVERSITY DEGREE		<input type="radio"/>	<input type="button" value="Enter"/>

Non-italian University Qualification

This form allows you to enter or modify details pertaining to a non-Italian university qualification.

Non-Italian University Qualification Details

Qualification Award Status* awarded
 not yet awarded

Country

University

Qualification*

Degree Programme

Duration (in years)

Award date
(dd/MM/yyyy)

Grade
(Ex: 98/100)

Assessment


Fill out the relevant information pertaining to your Degree, then click on **Continue**. If you are not sure about how to fill out some of the fields in this form, please put a placeholder text for now (for instance “TBD”) and click on **Continue** to proceed to the next section.

As for the information about your High School qualification, please note the following:


Detail of requested qualifications

To continue it is necessary to enter your qualifications that provide access to your selected degree programme. Be sure to submit the required qualification graduate integrated degree programme (single-cycle).


Alternative Study Qualifications

 To continue it is necessary to complete the details for at least one of the qualification categories listed below. Enter the details of the qualification used High School Diploma if you apply for an undergraduate or integrated graduate degree (single-cycle); alternately submit your undergraduate studies' de

Option 1:

Status	Qualification	Notes
	NON-ITALIAN UNIVERSITY DEGREE	

Option 2:






Status	Qualification	Notes
	HIGH SCHOOL QUALIFICATION	

[Back](#) [Continue](#)

- If you see a **Green Mark** under “Option 2”, it means that you do not need to perform any modification to the existing data. You can safely click on the blue button labelled “Continue” to proceed to the next section.
- On the other hand, if you see an **error notification** under “Option 2”, it means that you have to fix and/or update some of the data pertaining to your High School qualification that was previously recorded in the database. In that case, check the box below Option 2 and click on the **“Edit”** button.

Use the following screenshot as a reference:

Qualifications that do not validate the combination.

Qualification	Notes	Actions
HIGH SCHOOL QUALIFICATION	<p>Qualification Detail:</p> <ul style="list-style-type: none"> • Award Year: • Status: <p> Cause/s for the</p>	<p>Click on this icon    </p>

Then update whichever information appears to be missing or incorrect and click on **Continue** to confirm and proceed to the next section.

4) Pre-Enrolment Confirmation

You may now see this page containing mentions of the “Codice Fiscale” and “Certificato di Battesimo” attachments.

Enrolment request attachments

In this section you will be able to provide the attachments to your request for enrolment.

Enrolment request


Request details

Request Type:	Standard Enrolment
Request Academic Year:	2023/2024
Faculty:	FACULTY OF MEDICINE AND SURGERY
Degree Programme:	Medicine and Surgery profession of surgeon within the meaning of Art. 102, paragraph 1, of Decree-Law No. 18 of 17 March 2020
Track:	MAIN CURRICULUM
Request date:	06/04/2023
Status:	In Progress

List of Attachments

Attachment type	Min. No. Attachments	Max. No. Attachments	File extension	Status	No. Attachments	Actions
Codice fiscale	0	2	*.pdf, *.pdf/A	●	0	Upload Attachment

Attachment type	Min. No. Attachments	Max. No. Attachments	File extension	Status	No. Attachments	Actions
Certificato di battesimo	0	1	*.pdf, *.pdf/A	●	0	Upload Attachment

[Back](#) [Continue](#) 

You can safely skip this part for now. Simply click on “Continue” to move on to the next section.

As for the next part, click on the buttons exactly as shown in the following screenshots:

Enrolment: Enrolment details

In this section you will be asked to provide additional information needed for enrolment if you've previously enrolled in another Italian University.

Enrolment type

Type:* Standard Enrolment

Details of first enrolment in the Italian university system

Academic Year:*

Date of first enrolment in Italian university system
(dd/MM/yyyy)

University of first enrolment in the Italian system:


Additional details

Campus:* ROMA

Instruction type:* Convenzionale

Person with disability:* Yes No

Occupation status:


[Click here](#)

Confirm previous selections


In this section you will view a summary of all selections previously made. If correct, you may proceed with confirmation, if not, go "back" to make changes.

Enrolment information

Academic Year	
Faculty	FACULTY OF MEDICINE AND SURGERY
Type of Degree	single-cycle graduate degree
Type of Degree Programme	6-YEAR INTEGRATED GRADUATE DEGREE (SINGLE-CYCLE)
Type of Enrolment	Standard Enrolment
Degree Programme	MEDICINE AND SURGERY
Degree Programme Order	MEDICINE AND SURGERY

Enrolment in Italian University System (IUS) Information

Academic Year of Enrolment in IUS	
Date of Enrolment in IUS	
University of first Enrolment in IUS	


[Click here](#)

5) Paying the Pre-Enrolment Fee

Enrolment

You will view in this section all the details you've submitted during the enrolment process. If all the information is correct, you may proceed and print your enrolment request.

Enrolment details

Academic Year	
Faculty	FACULTY OF MEDICINE AND SURGERY
Degree Type	single-cycle graduate degree
Degree Programme Type	6-YEAR INTEGRATED GRADUATE DEGREE
Enrolment Type	Standard Enrolment
Degree Programme	MEDICINE AND SURGERY
Degree Programme Order	MEDICINE AND SURGERY

First enrolment in Italian University System (IUS) Information

A.Y. Enrolment in IUS	
Enrolment Date in IUS	
University of first enrolment in IUS	Università Cattolica del Sacramentino

Enrolment Attachments

Qualifications for Enrolment

Qualification type	Titolo di Scuola Superiore
Qualification status	Awarded
Award year	

If you have not yet provided the requested information pertaining to your academic qualification, you will need to return to the beginning of the enrolment process and complete the missing information.

[Complete enrolment information](#)

If you see this page, it means that you have successfully completed the whole pre-enrolment process.

Now, click on the blue button labelled “**Payment verification**” at the bottom of the page.

Tuition and Fees Due

This page displays the list of dues and their respective amounts.

Invoiced dues

Invoice	Description
+ 632182 ← Click here	Student ID no. - 6-YEAR INTEGRATED GRADUATE DEGREE (SINGLE-CYCLE) - MEDICINE AND SURGERY - Tuition and University Fee Year

Now, depending on whether you are a candidate of either the EU or the NON-EU ranking, you will see two slightly different options for paying the Pre-Enrolment Fee.

**CASE 1 - Only for candidates in the NON-EU ranking,
or for other candidates who can see the “Pay with Flywire” option in the interface**


Invoice Detail

Invoice 683030

Expiry date	31/12/2023
Amount	4.000,00 €
Method	Pagamento tramite pagoPA

Fees

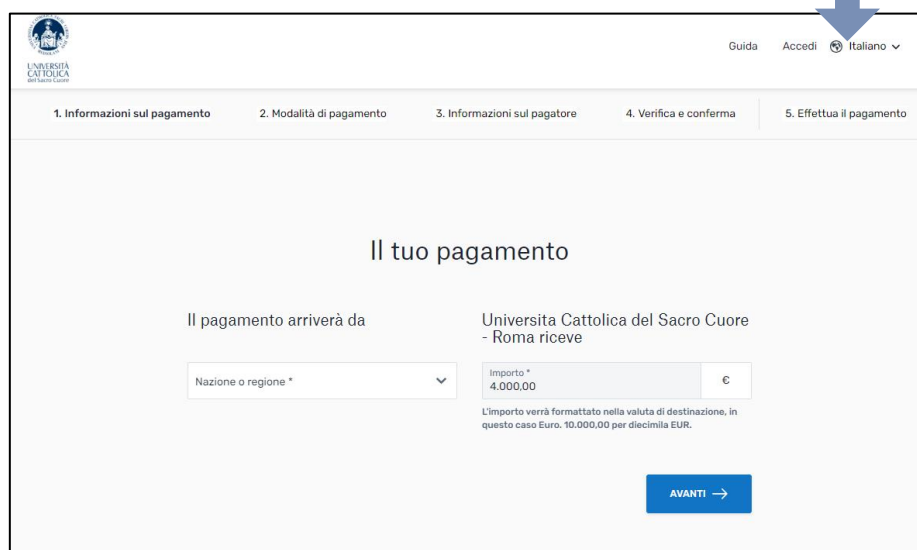
Year	Instalment	Item	Amount
Tuition and University Fee			
2023/2024	1 di 5	University Dues	3.350,00 €
		Regional Tax	140,00 €
		Enrolment/Tuition Fee	260,00 €
		Rimborso Spese	234,00 €
		Imposta di Bollo	16,00 €

[Back](#)  [Pay with FlyWire](#)

The next page you see should look like the screenshot above. Click on the **Pay with Flywire** button to initiate the payment sequence through the **Flywire** service.

Make sure to accurately follow all the on-screen instructions and complete the payment.

Click on the option in the top-right corner of the payment interface to switch the language from “Italiano” to “English”




The screenshot shows the payment interface for the University of the Sacred Heart. At the top right, there is a language dropdown menu currently set to "Italiano". A blue callout box with a white arrow points to this dropdown menu, containing the text: "Click on the option in the top-right corner of the payment interface to switch the language from “Italiano” to “English”". Below the callout, the main content area displays "Il tuo pagamento" (Your payment) and "Il pagamento arriverà da" (The payment will arrive from). The recipient is listed as "Universita Cattolica del Sacro Cuore - Roma riceve". There is a dropdown menu for "Nazione o regione *" and a field for "Importo *" showing "4.000,00 €". A blue button labeled "AVANTI →" is at the bottom right.

**CASE 2 - For candidates in the EU ranking, or
for candidates who can see the “Pay via PagoPA” option in the interface**

Invoice Detail

Invoice

Expiry date	
Amount	4.000,00 €
Method	PAGAMENTO MEDIANTE NODO

 You will be asked to select a Payment Service (ex. a bank or other financial institution) and relative payment method (wire transfer, credit card) by the Agency for a Digital Italy. For more information go to: www.agid.gov.it

Fees

Year	Instalment	Item
Tuition and University Fee		
2022/2023	1 di 5	University Dues
		Regional Tax
		Enrolment/Tuition Fee
		Rimborso Spese
		Imposta di Bollo

Method 2A – We advise first of all to try and complete your payment through the **Italian PagoPA system**.



In order to do this, click on “**Pay via PagoPA**” and then follow the on-screen instructions until you actually finalize the payment and receive a confirmation of the transaction being finished.

Method 2B – Only in the event that the PagoPA option does not work out, or is incompatible with your local bank system, you should follow these instructions:

1. First of all, click on the button labelled “**Print PagoPA Notice**”.
2. The system will generate a separate PagoPA payment slip (see the next page for a visual representation of what the payment slip in question looks like).

pagoPA AVVISO DI PAGAMENTO

Tassa di Iscrizione

ENTE CREDITORE	DESTINATARIO AVVISO
QUANTO E QUANDO PAGARE?	DOVE PAGARE?
	<p>PAGA SUL SITO O CON LE APP del tuo Ente Creditore, della tua Banca o degli altri canali di pagamento. Potrai pagare con carte, conto corrente, CBILL.</p> 
<p>L'importo è aggiornato automaticamente dal sistema e potrebbe subire variazioni per eventuali sgravi, note di credito, indennità di mora, sanzioni o interessi, ecc. Un operatore, il sito o l'app che userai ti potrebbero quindi chiedere una cifra diversa da quella qui indicata.</p>	<p>PAGA SUL TERRITORIO in Banca, in Ricevitoria, dal Tabaccaio, al Bancomat, al Supermercato. Potrai pagare in contanti, con carte o conto corrente.</p> 
<p>Utilizza la porzione di avviso relativa al canale di pagamento che preferisci.</p>	
BANCHE E ALTRI CANALI	
<p>Qui accanto trovi il codice QR e il codice interbancario CBILL per pagare attraverso il circuito bancario e gli altri canali di pagamento abilitati.</p>	<p>Destinatario Ente Creditore Oggetto del pagamento Codice CBILL Codice Avviso Cod. Fiscale Ente Creditore</p>

Codice Avviso
3000 0000 0000 0000 00

3. Copy the **18-digit code in the “Codice Avviso” field** as shown on your payment slip.
4. You can now safely log out of the Enrolment Portal and/or close your browser. We advise not to touch any of the other options on the system for the time being.
5. At this point, you can pay the Pre-Enrolment Fee through a **Bank/Wire transfer, using the following details:**

- **CAUSALE (reason for payment):** [write here the 18-digit “Codice Avviso”] + SURNAME AND NAME OF THE STUDENT
- **Beneficiary:** UNIVERSITA' CATTOLICA DEL SACRO CUORE
- **Bank:** Banca Popolare di Sondrio
- **Bank Address:** Via S.M. Fulcorina 5, 20123 Milano
- **IBAN:** IT12L0569601600000023965X39
- **BIC/Swift Code:** POSOIT22

Make sure to accurately type the “Codice Avviso” Payment Code in the “Reason of payment” / “Causale” (or similar) field, on the bank transfer form.

Your “reason of payment” information should look like this: **30000000000000000000**
SURNAME NAME.

6. Finally, once you have completed your bank transfer, **send the payment receipt via e-mail to international.admissions-rm@unicatt.it.**

Please be advised that **you will not get another receipt and/or confirmation via e-mail of the payment having been received or processed.**

Once you complete your payment and send us the receipt in question, we simply advise to wait patiently until we send you more instructions on the next steps.

Final instructions

After successfully completing your €4.000 Pre-Enrolment Fee payment, make sure to send the receipt via e-mail to international.admissions-rm@unicatt.it.

Once you have finalized your payment and sent us the receipt in question, kindly wait patiently until we send you some more instructions via e-mail on the next steps.

As always, make sure to keep an eye on both the normal Inbox AND the “Spam” folder of your e-mail account for all the steps of this procedure.

Doing so will minimize the risk of not noticing future updates that you may receive with regards to your enrolment process.
