



UNIVERSITÀ  
CATTOLICA  
del Sacro Cuore



## EDUCatt Dorm Application Guide for International Students

2023-2024

### Table of Contents

1) Login to “MyEDUCatt”	Page 2
2) Update your Personal Data	Page 3
3) Submit your Application	Page 9
4) Next steps	Page 22

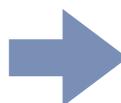
This guide covers the application procedure for the dorm facilities available under the supervision of the Rome Office of **EDUCatt**.

It was created to provide international students of our English-taught Medicine and Surgery Degree Programme with a detailed set of instructions, making it easier to navigate the EDUCatt interface and finalize the dorm application.

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**Please note:**

if, during any part of this sequence, you end up stumbling on uncertain sections or you experience technical issues, **you are kindly asked to contact the EDUCatt team directly.**

**The International Admissions Office will be unable to provide any assistance or mediation.**



**Website:** [www.educatt.it](http://www.educatt.it)

**General-purpose e-mail:**

[Info.rm.dsu@educatt.it](mailto:Info.rm.dsu@educatt.it)

**General-purpose phone number:**

(+39) 06 3050120

**Info Point e-mail:**

[duepuntiservice@educatt.org](mailto:duepuntiservice@educatt.org)

**Info Point phone number:**

(+39) 06 3015 6119

## 1) Login to “MyEDUCatt”

<https://myeducatt.unicatt.it/>

Access the “**MyEDUCatt**” website by either typing the address above or clicking directly on this link.

The very first page you will be presented with is the **login panel**, which closely resembles the one you saw when accessing the Pre-Enrolment Portal.

Click on the **button in the top-right corner** to switch the language of the interface to **English**. This guide is entirely based on the English version of the procedure, so we recommend applying this change if you are not sufficiently familiar with the Italian language.

The screenshot shows the login interface for MyEDUCatt. At the top, it says "Enter user and password". Below this are two input fields: "User" and "Password". The "User" field has a callout box pointing to it that says: "Type here your Cattolica username (with the “name.surname00” format), the same one that you used for the pre-enrolment phase." The "Password" field has a callout box pointing to it that says: "Type here the password of your Cattolica account". To the right of the password field is a small eye icon. Below the password field is a "LOG-IN" button. At the bottom of the screenshot, there is a large callout box that says: "IMPORTANT: do NOT create a new account for this procedure. You are kindly asked to use the same username that you previously used for the Pre-enrolment Portal."

## 2) Update your Personal Data

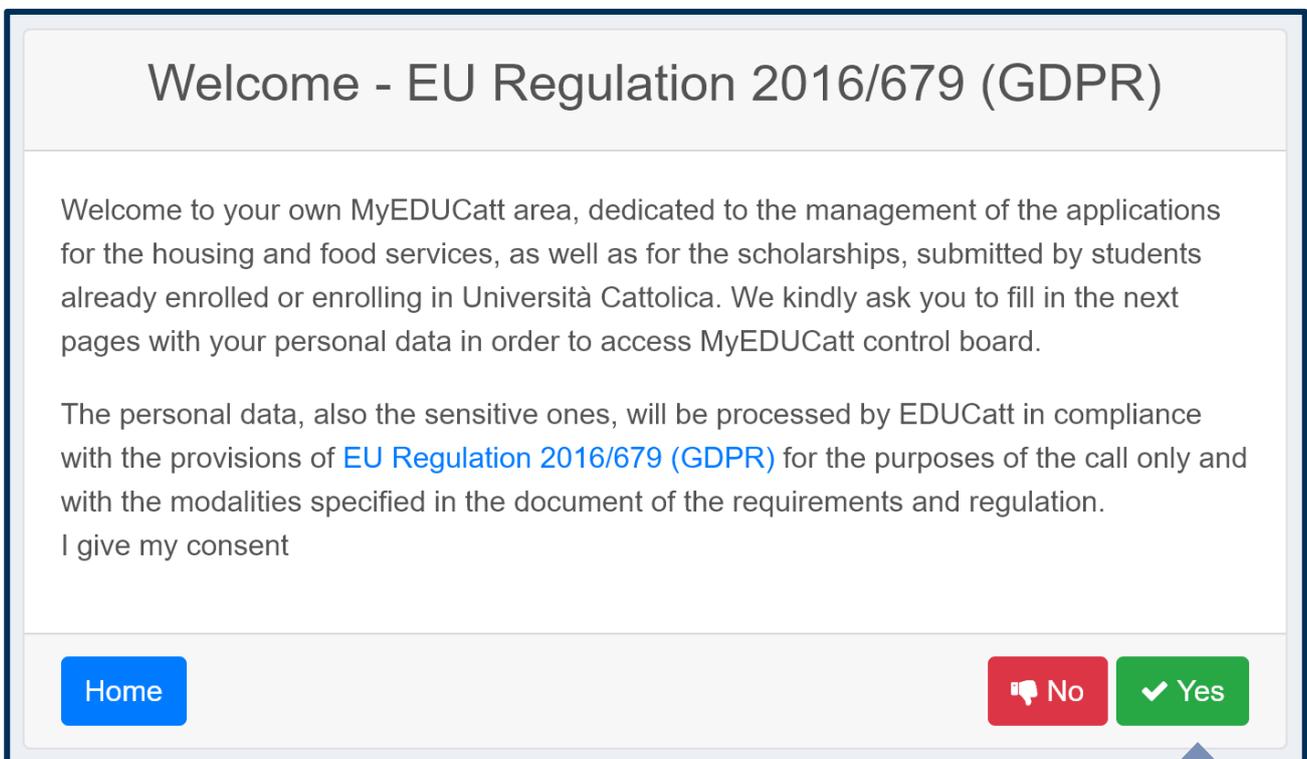
Upon accessing the “MyEDUCatt” interface, right after logging in, you may have to switch the language of the system to English again, by clicking on the matching option in the top-right corner.



Click here to change the language of the interface

You should now see the same content as shown in the following screenshots.

Make sure to use the instructions provided here as a point of reference for updating your personal data for your EDUCatt application.



Click here

## Personal Data

Surname/Last name \*

Given Name/First Name \*

Genre \*

Male

Female

Date of birth \*

Country of birth \*

Province \*

Esterio/Foreign Country

Municipality \*

Comune Esterio/Foreign City

City of Birth (for Countries other than Italy) \*

Italian Fiscal Code \*

Email \*

Email confirmation \*

Home

Next

Most fields in this page will be filled in automatically, based on the data that you provided during the application and pre-enrolment phases.

**Make sure to type all the relevant data for those fields that are either empty or incorrect.**

You will most likely have to enter your **City of Birth** manually, as well as double-check the e-mail address that you wish to indicate as your main contact. Once you are ready, click on **Next** to carry on with the procedure.

Select your nationality from the “**Citizenship**” drop-down menu. Please note that nationalities are listed here with their **Italian name**.

If you are uncertain on what to pick here, check online what is the proper Italian translation for the name of your Country/nationality.

Profile

Personal Data Address ID Document End

Citizenship \*

I have dual citizenship \* YES NO

Second citizenship \*

## Permanent Address

Select the **Country you currently live in (your current residence)** from the drop-down menu here. Again, please note that nationalities are listed here with their **Italian name**.

Country \*

Province \* Estero/Foreign Country

City \* Comune Estero/Foreign Town

Leave these unchanged

District/Area (if any)

Address \*

House number \*

Post Code

Phone Number

Mobile Number \*

The permanent address is also your current address? \*

Choose **YES** here if your home address is the same as your mailing address. Otherwise, pick **NO** and then fill in the details related to your mailing address in the **"Domicile"** tab, which will automatically appear under this section if you select **NO**.

**Domicile**

Country \*

Provincia

Comune \*

Place \*

Address \*

House number \*  /

Post Code

Phone Number

**Leave these unchanged** (points to Provincia, Comune, Place)

**Leave these blank** (points to House number, Post Code, Phone Number)

## ID Document

Country \*

Pick the nationality of your Passport here. All nationalities here are once again listed with their **Italian names**.

ID Document \*

Select "PASSPORT"

Issued by (Office or Authority) \*

Leave this unchanged (should automatically show up as "Ente Estero / Foreign Institution")

Number \*

Date of issue \*

Write here the **ID number**, the **Date of Issue** and **Date of Expiry** of your Passport, respectively

Date of expiry \*

Attention! Identity document must be uploaded, front and back (minimum 2 files)

ID Scan

ID Scan

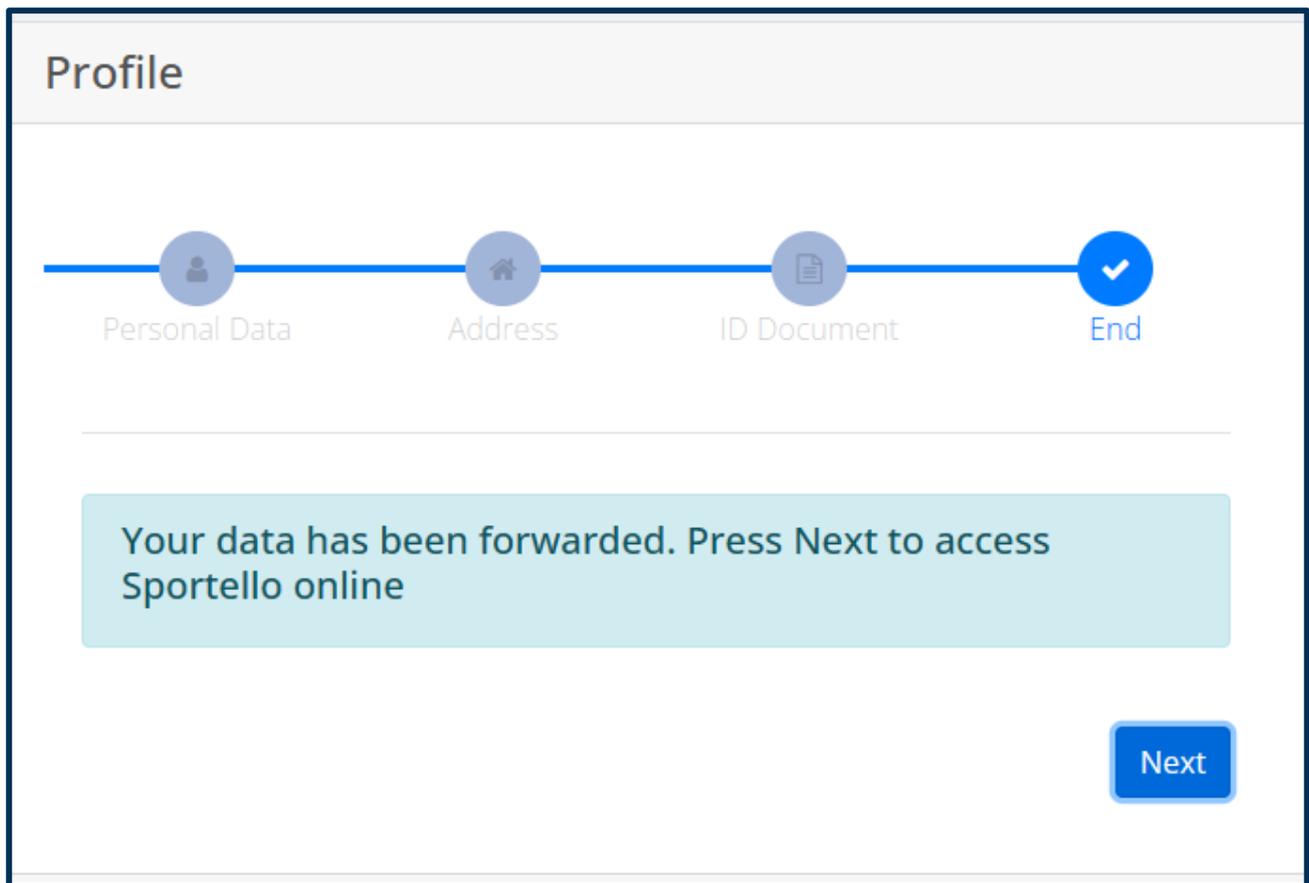
Upload documents

No documents uploaded

Upload 2 separate scans here, both in PDF format:

- **The front side of your Passport** (the part where your personal photo is clearly visible, together with all your data)
- **The back of your Passport** (the external side)

**IMPORTANT:** This upload section only supports **PDF files**. PNG and JPG images are not supported as of the time of this guide, so make sure to convert your scan beforehand to PDF.

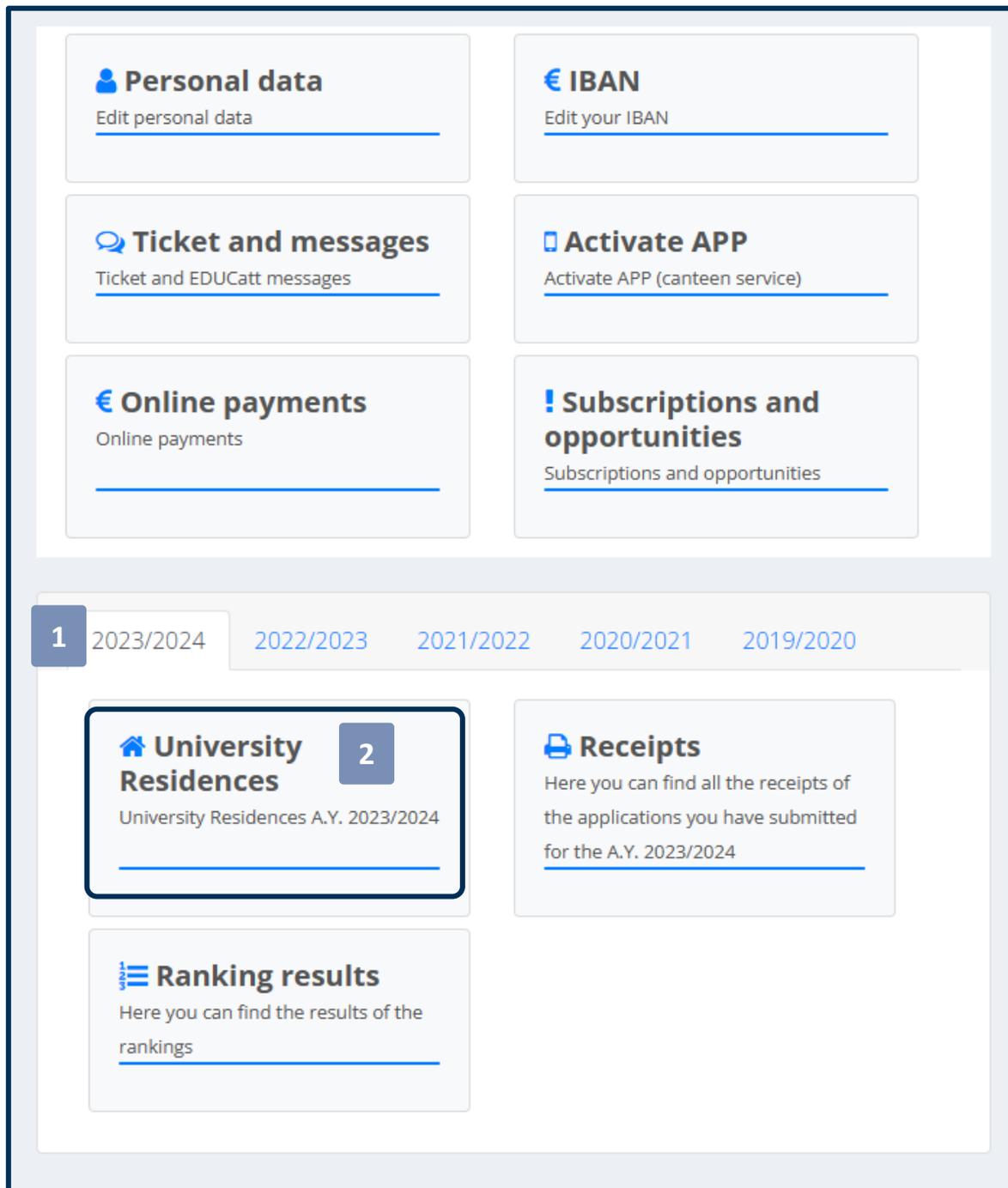


If you have reached this section and you can see the notification shown above, it means that all your Personal Data was processed by the system as expected.

You can now continue with the other parts of the procedure by clicking on the **“Next”** button.

### 3) Submit your Application

From the main panel, which you should see right after updating your personal data and clicking on the “**Next**” button, select the following options as shown in these screenshots:



2023/2024

2022/2023

2021/2022

2020/2021

2019/2020

### Admission or Readmission in the university residences

Application for admission or readmission in the university residences 2023/2024

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### Merit data update (Admission or readmission in the University Residences)

Merit data update (Admission or readmission in the University Residences) 2023/2024

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### College Draft - Milan and Rome campuses

Early admission to the University Residences a.y. 2023/2024

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### Accommodation in the Students' Lodgings

Accommodation in the Students' Lodgings 2023/2024

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3

### MAV and college fees

MAV and college fees 2023/2024

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## Accommodation in the Students' Lodgings A. Y. 2023/2024 - Privacy and self-certification

### EU Regulation 2016/679 (GDPR)

With reference to the specific information on the protection of personal data in compliance with the provisions of [EU Regulation 2016/679 \(GDPR\)](#), I declare that:

I have read the information on the protection of personal data. \*

YES  NO

I give my consent to the processing of special categories of personal data. \*

YES  NO

### Self-declaration

According to the provisions referred to in article 46 of the Presidential Decree n. 445/2000In, I declare that I am aware that:

this online application is equal to a self-declaration in compliance with the mentioned law \*

YES  NO

in case of false declaration, the foreseen penalties will be imposed pursuant the art. n. 75 e n. 76 of the D.P.R. 445/2000, and the foreseen sanctions as to the legislation art. 10 comma 3 D.lgs. 68/2012 consisting in the payment of an amount which is three times as much as the benefit received, in the loss of the right to receive any other provision for the whole duration of the career, except for the adoption of disciplinary actions and the complaint to the judicial authority if there are grounds for supposing an offence \*

YES  NO

according to the Italian civil code, art. 2947 verifications can be made within 5 years after the last benefit unduly received \*

YES  NO

[← Previous](#)

[Save & Continue](#)

Please make sure to read all the privacy-related terms and guidelines on this page, then mark “**YES**” for all the terms herein listed and click on “**Save & Continue**” to move on to the next page.

You will now see a **general recap of your personal data**. Please check the accuracy of the information listed here. Once you have verified that everything looks correct, click on **“Save & Continue”**.

The form is divided into three main sections, each with a header and a table of input fields:

- Personal data**: A table with 9 rows and 2 columns. The labels in the first column are: Last Name, First Name, Fisical code, Birth date, Place of birth (Country), Citizenship, Place of birth (City), Place of birth (Province), and Place of birth (City).
- Address data**: A table with 8 rows and 2 columns. The labels in the first column are: Country, City, Province, District/Area, Address, House number, Phone Number, and Mobile Number.
- Identity document**: A table with 5 rows and 2 columns. The labels in the first column are: Type of document, Number, Issued by, Date of issue, and Date of expiry.

At the bottom of the form, there are two buttons: a grey button with a left arrow and the text "Previous", and a blue button with a right arrow and the text "Save & Continue".

⚠ The students with simultaneous enrolment in two degree courses in a.y. 2023/2024 must select one of the two degree course they are enrolled in, in order to further proceed with the application for the scholarship.  
The students who are already enrolled in a year following the first cannot select the second enrolment for the purposes of the requested benefits.

Campus where you are enrolled\* ROMA

Campus where you attend the courses\* SEDE DI ROMA

Degree course you are enrolled in during NEXT A.Y. 2023/2024\* Single-cycle degree course

Year of enrolment during NEXT A.Y. 2023/2024\* 1st year, regularly enrolled

Faculty\* MEDICINA E CHIRURGIA

Degree course\* MEDICINE AND SURGERY

University Registration Number

Leave everything unchanged here

Leave this blank

⚠ BE CAREFUL: you didn't indicate the University Registration Number; this means you don't have it yet, do you confirm?

### IMPORTANT:

The “**University Registration Number**”, also sometimes referred to as “*Matricola*” (in Italian), “Student ID Number” or “Matriculation Number”, is a code that will be given to you only in September, once you complete the final parts of the enrolment phase for the Programme.

**Please leave that field blank for now.** At this stage of the process, you cannot feasibly have the number in question. More in general, the University Registration Number is **not required** for you to complete this procedure.

If the starting year of your Programme (2023) is not specified here, please type it manually. Otherwise, leave everything unchanged.

The screenshot shows a form with two date selection fields, each containing '2023 / 2024'. A red callout box on the left contains instructions. A blue arrow points from the callout box to the first date field. Below each date field is a blue box with 'EXAMPLES' and bullet points. At the bottom of the form, there is a declaration statement and two radio buttons labeled 'YES' and 'NO'.

2023 / 2024

**EXAMPLES:**

- If you're attending a master degree course, you must indicate the academic year when you enrolled for the very first time in a master degree;
- If you're attending a bachelor degree course, you must indicate the academic year when you enrolled for the very first time in a bachelor degree;
- If you're attending a single-cycle degree course, you must indicate the academic year when you enrolled for the very first time in a single-cycle degree.

2023 / 2024

**EXAMPLES:**

- the student previously enrolled for the very first time in a bachelor degree course in A.Y. 2020/2021, who enrolls in the first year of a master degree in a.y. 2023/2024, must still indicate a.y. 2020/2021;
- the student previously enrolled for the very first time in a single-cycle degree course in A.Y. 2020/2021, who enrolls in A.Y. 2023/2024 in the first year of a bachelor degree course, must still indicate a.y. 2020/2021;
- the student enrolled or enrolling for the very first time in the first year of any degree course in A.Y. 2023/2024 must indicate A.Y. 2023/2024.

I declare that in a.y. 2023/2024 I am also enrolled in another university: \*  YES  NO

Assuming that you are not currently enrolled in any other University Programme – which should be the case for most students admitted to our Medicine and Surgery Degree Programme – please select “NO” and then click on “Save & Continue” to continue with the procedure.

Otherwise, if you are currently enrolled in another Degree Programme, please select “YES” and then fill in whichever details the system will ask you to document with regards to your current Programme.

### Accommodation in the Students' Lodgings A. Y. 2023/2024 - Multiple-choice menu

I the undersigned \_\_\_\_\_ intend to submit the application for:

Admission in the Students' Lodgings

Readmission in the Students' Lodgings

**i** INSTRUCTIONS FOR THE APPLICATION SUBMISSION

You can submit the application only by filling in all the proposed thematic pages. The inserted data will be progressively saved through your browser, but the application will be considered valid only if totally completed and submitted.

You will receive an e-mail confirmation when the application is correctly and definitively saved.

In case you find any difficulties when filling in the application, don't hesitate to contact the [offices](#) of EDUCatt in your University Campus.

I hereby confirm that I have read and understood the INSTRUCTIONS FOR THE APPLICATION SUBMISSION \*

YES  NO

[← Previous](#) [Save & Continue](#)

Select "YES" here, then click on "Save & Continue"

### Accommodation in the Students' Lodgings A. Y. 2023/2024 - General Conditions

I the undersigned TRIOLO MANUEL (TRLMNL87P10H501Z) declare

that I have interrupted the studies during my current degree studies \*

that I am currently, or I have been previously enrolled as "fuori corso intermedio o ripetente" during my current degree studies \*

that I will change or I changed Degree Course or I will transfer from another university repeating the enrollment in an already attended year during my current degree studies \*

YES  NO

YES  NO

YES  NO

[← Previous](#) [Save & Continue](#)

Mark "NO" for each of the three options in this section

Click on "Save & Continue" to move on to the next page

what follows as to the life in a community:

to suffer from infectious or contagious diseases \*  YES  NO

to suffer from psychological or psychic disorders \*  YES  NO

to have a clinical status that may present contraindications for the life in a community context \*  YES  NO

to suffer from long-term/chronical diseases and/or to need particular treatments \*  YES  NO

to need pharmacological long-term treatments \*  YES  NO

to be drug addicted or to use psychotropic substance \*  YES  NO

The personal data, also the sensitive ones, will be processed by EDUCatt in compliance with the provisions of [EU Regulation 2016/679 \(GDPR\)](#) for the purposes of the call only and with the modalities specified in the document of the requirements and regulation.  
I give my consent. \*

YES  NO

Answer the questions shown in the screenshot above based on whether you fit any of the criteria.

Please note that, in case you select **“YES”** for any of these questions, you will be asked to provide further details on your medical condition, such as whether you are currently taking any medicine or receiving specific medical treatment.

This is important to make sure that your situation can be properly taken into account when assessing the availability of the dorms and assigning the rooms, so please make sure to read this part and fill in the form with the utmost accuracy.

Once you have completed that section, select **“YES”** with regards to the EU Regulation and GDPR terms and conditions, then click on **“Save & Continue”**.

**Accommodation in the Students' Lodgings A. Y. 2023/2024 - Specific Data Entry**

I the undersigned declare

to be aware of the [guiding principles](#) of Università Cattolica  YES  NO

**ⓘ We kindly remind that both in case of ADMISSION and READMISSION, the student is obliged to pay the installments, as specified in the communications received by EDUCatt.**

[← Previous](#) [Save & Continue](#)

Select “YES” here, then click on “Save & Continue”

**Accommodation in the Students' Lodgings A. Y. 2023/2024 - People with disabilities**

I the undersigned declare

to be a student with a handicap as in art. 3, comma 1, law of 5 February 1992, n. 104, or with a disability equal or higher to sixty-six per cent \*  YES  NO

[← Previous](#) [Save & Continue](#)

Here you should confirm whether you have any disability. If you pick “YES”, please note that you will be asked to provide further details on your status.

Once you have completed this section, click on “Save & Continue”.

**Pay special attention to this page!**  
This is where you will be asked to indicate your preference with regards to the EDUCatt dorms.

## Accommodation in the Students' Lodgings A. Y. 2023/2024 - Preferences among the Students' Lodgings

I, the undersigned \_\_\_\_\_ declare what follows as to my preferences among the available students' lodgings:



**N.B.:** The assignment to a Students' Lodging will take place taking into account the candidates' preferences and until exhaustion of the available places.  
To view all information related to the University Residence, please see this [page](#).

University Campus of interest\*

Leave this unchanged (should automatically be filled in as "ROMA")

As follows, the order of my preferences as to the choice of a Students' Lodgings:\*

As your first step, you should check the following section of the EDUCatt website to get an overview of the EDUCatt dorms in Rome:

<https://www.educatt.eu/housing-solutions/>

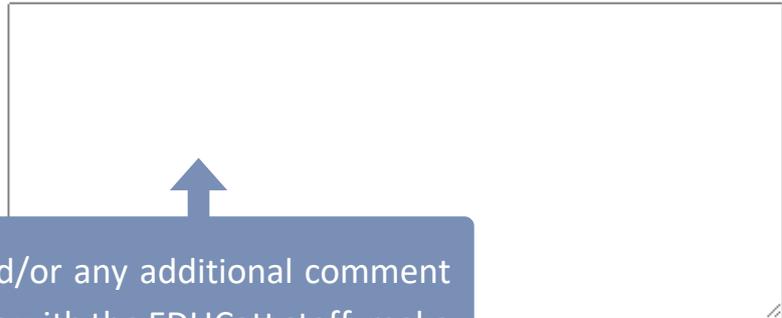
Then, indicate your **order of preference** by providing your first, second and third choice. Once you have completed this section, click on "**Save & Continue**".

## Accommodation in the Students' Lodgings A. Y. 2023/2024 - Additional Notes

I the undersigned

declare

Please add additional notes to forward to EDUCatt, if present (non-mandatory field)



If you have any special need and/or any additional comment that you deem necessary to share with the EDUCatt staff, make sure to write all your notes here. Otherwise, leave this part blank.

 Save & Continue

The EDUCatt Dorm Application procedure also requires students to provide some personal information of their parents. Please make sure to fill in **all the fields marked with the red star sign (\*)**, then click on “Save & Continue”.

Admission students' l

Degree of Kinship

Father

Mother

Last Name \*

First name \*

Citizenship \*

ITALY

FOREIGN

ITALY

FOREIGN

Residence place \*

ITALY

FOREIGN

ITALY

FOREIGN

Fiscal Code \*

Date of birth (dd/mm/yyyy) \*

Place of birth \*

## Accommodation in the Students' Lodgings A. Y. 2023/2024 - Entered Data Overview

In this screen you can access to the summary of all the information you entered through the application Accommodation in the Students' Lodgings. To make a change, click on the BACK button. To confirm entered data and proceed with the submission of your application to the Call for Admissions click on SAVE and CONTINUE.



Privacy and self-certification



Personal Data



Declaration of University Enrollment



Multiple-choice menu



General Conditions



Living in a Community Context



Specific Data Entry



People with disabilities



Preferences among the Students' Lodgings



Additional Notes



Personal data of the parents



If all went well and the information you provided was registered properly on the system, you should now see **this recap page**.

You may now open each of the paragraphs to check once again all your information and ensure that everything looks correct. Once you have completed this final check, please click on **“Save and Continue”**.

## Accommodation in the Students' Lodgings A. Y. 2023/2024 - Data Confirmation

I the undersigned \_\_\_\_\_ pursuant to Presidential Decree no. 445/2000 and in full awareness of the criminal sanctions provided for by Art. 76 of the same Presidential Decree for cases of false or mendacious declaration under one's own responsibility, I confirm the correctness of the data entered.

### ⚠ WARNING!

In the next 48 hours you will receive a confirmation of the submitted application to the e-mail address you inserted when filling in the form. In case you don't receive the e-mail, please check your spam folder and, if necessary, contact us.

### ⚠ IMPORTANT

By clicking on **CONFIRM**, you will not be able to modify the previously inserted data any more. In case you have any doubts about their correctness, you can still go **BACK**, check and possibly modify your information before definitively confirm it.

← Previous

Confirm

Click on "Confirm"



## Data saved.

Your request has been sent.

Back to Home

**Well done!**

If you see this notification, it means that your dorm application has been submitted properly through the EDUCatt system.

You can now click on **Back to Home** and then close the browser/interface.

## 4) Next Steps

- **You should receive a confirmation e-mail within 48 hours from the submission of the dorm application.** The e-mail in question will simply indicate that you have performed all the steps required and that your application has been recorded on the system.
- **Remember to always check both your Inbox and the Spam folder of your e-mail account!** E-mail messages can sometimes be flagged by mistake as “Spam” or undesired, especially when using certain providers such as Gmail. We recommend paying the utmost attention to the Spam folder, to ensure that you do not miss any crucial update.
- **After submitting your dorm application, please be patient and wait for the EDUCatt team to get back to you.** Simply wait for an update on their part - **which could take a few weeks after you complete the application itself** - and kindly refrain from sending multiple e-mails in order to solicit a response on their part. They will certainly share an update with you at the earliest opportunity.
- **The next step will involve taking an interview with the EDUCatt team.** This is standard practice, **it is NOT an exam** by any means and you do not have to prepare anything for this purpose. It is just a chat to get to know you a bit more and determine what is the best option for you among the ones currently available.
- **The date and time of the interview will be shared by e-mail**, so once again please be patient and keep an eye on both your Inbox and your Spam folder. You will be asked to provide your **Teams account / username** for the interview: if you have never used Teams or do not have an account, feel free to create a new one in the meantime.

### IMPORTANT:

For questions, issues with the application process or concerns, **please note that the International Admissions Office will be unable to provide direct assistance.**

You are kindly asked to refer directly to the **EDUCatt team.**



General-purpose e-mail:

[Info.rm.dsu@educatt.it](mailto:Info.rm.dsu@educatt.it)

General-purpose phone number:

(+39) 06 3050120

Info Point e-mail:

[duepuntiservice@educatt.org](mailto:duepuntiservice@educatt.org)

Info Point phone number:

(+39) 06 3015 6119