



UNIVERSITÀ
CATTOLICA
del Sacro Cuore

Università Cattolica del Sacro Cuore
Rome Campus

Enrolment Guide for International Students

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The instructions contained in this guide refer to the final part of the admission process 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 of your selected Programme.

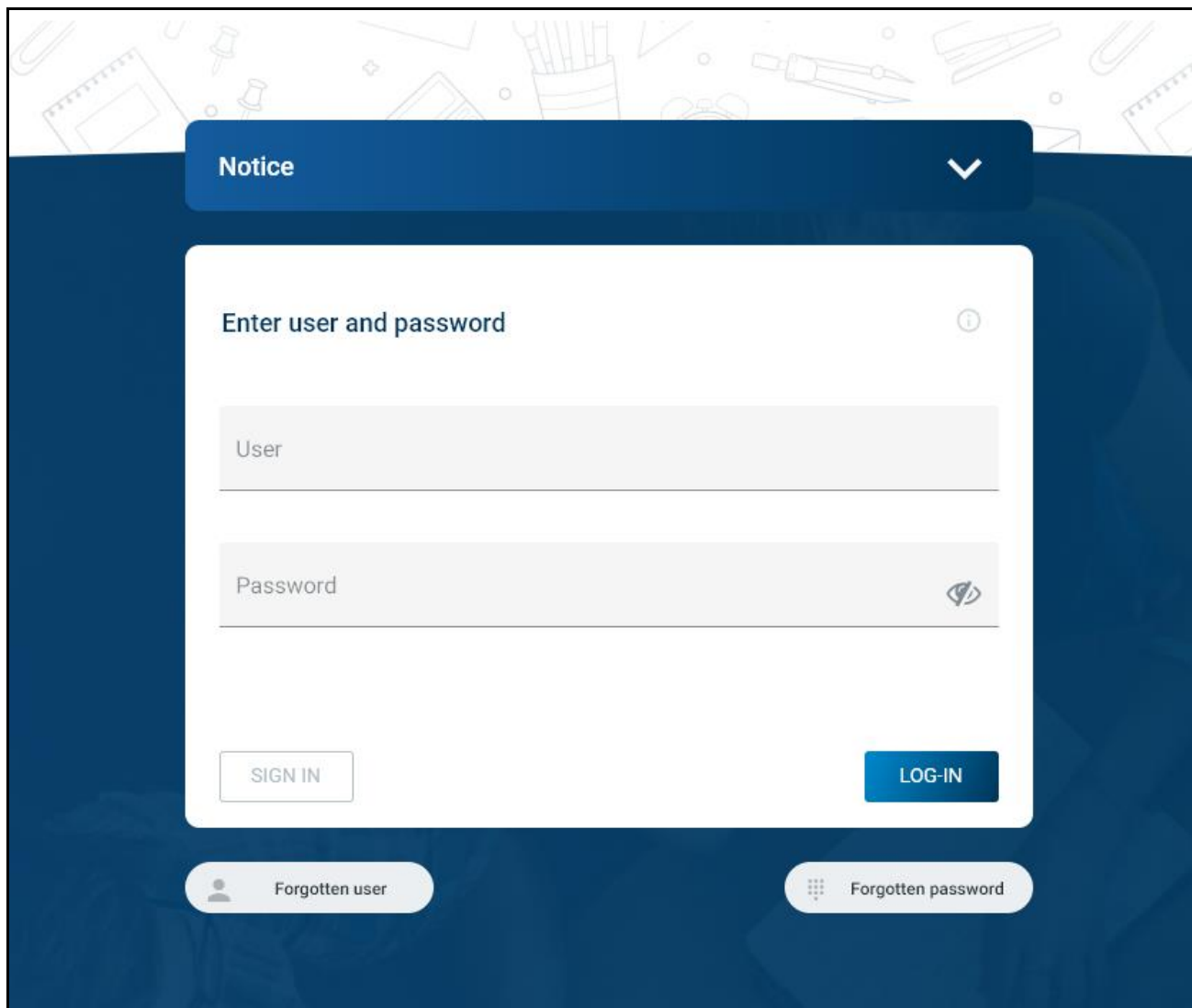
Please read the instructions in this document thoroughly and make sure to carefully follow each of the steps.

1) Login to the Enrolment Portal

- A. Click on the following link to access the “Enrolment Portal” (the same one that you used back in the day to pay the Pre-Enrolment Fee):

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

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



The screenshot shows the login interface of the Enrolment Portal. At the top, there is a dark blue header with a 'Notice' dropdown menu. Below the header is a white login form with the title 'Enter user and password'. The form contains two input fields: 'User' and 'Password'. Below the fields are two buttons: 'SIGN IN' and 'LOG-IN'. At the bottom of the form, there are two links: 'Forgotten user' and 'Forgotten password'.

C. Type the **username** and **password** of your Cattolica account.

This is the account that follows the **name.surname00** format, the same one that you have previously activated and used for your pre-enrolment.

IMPORTANT: make sure to always memorize your Cattolica username and password! These credentials will continue to serve as your primary login information for all University services, from day 1 until the moment you graduate.

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



2) Update your schooling/academic information

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

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 form.

Enrolment details

Academic Year	
Faculty	
Degree Type	
Degree Programme Type	
Enrolment Type	
Degree Programme	
Degree Programme Order	

First enrolment in Italian University System (IUS) Information

A.Y. Enrolment in IUS	
Enrolment Date in IUS	
University of first enrolment in IUS	

Enrolment Attachments

Qualifications for Enrolment

Qualification type	
Qualification status	
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 following information:

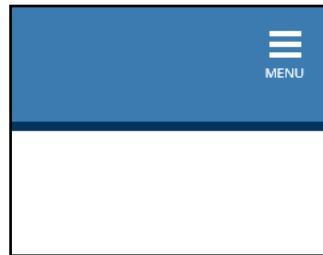
[Complete enrolment information](#)

[Manage attachments](#)

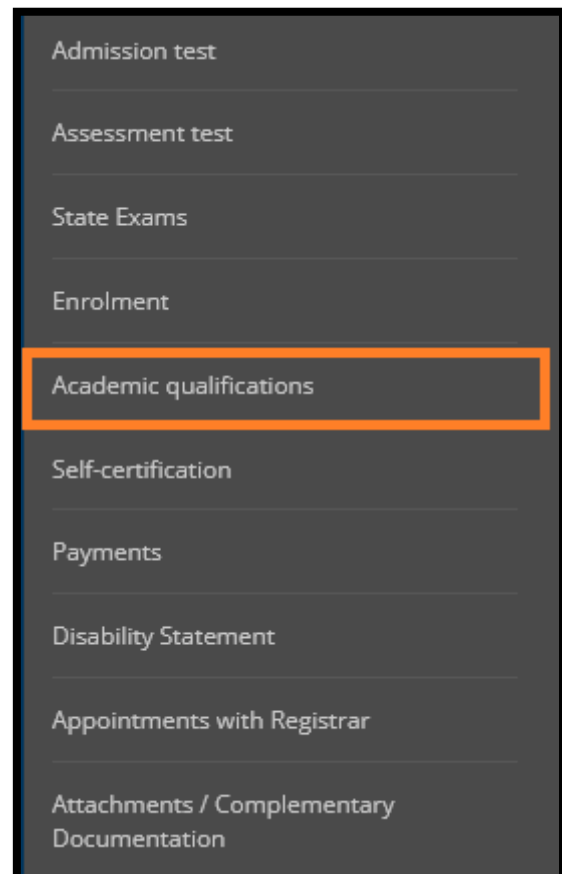
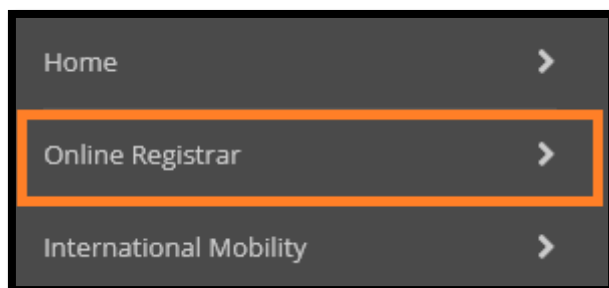
Before clicking on any of the blue buttons at the bottom of this page, you should verify whether the information pertaining to your schooling/academic education might still need to be completed.

In fact, **you will almost certainly have to add your final school and/or University grade to the database.**

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 schooling/academic data that you had submitted during the pre-enrolment phase.

Qualification

On this page are displayed the qualifications previously submitted. You may add one high school qualification and more than one university degree qualification. You may submit university degree qualifications even if not yet awarded. To do so just follow the instructions found on the next pages.

High School Qualification

Qualification name/title	Qualification details	Actions
High school qualification	<ul style="list-style-type: none">• Graduation Year:• Grade:• Country:• Awarding Country:• Situation:	    <p>Click on this button to edit the respective information for each qualification that you had declared on the system</p>

Add New Qualification

The screenshots displayed here show the interface used for changing your High School grades specifically, but you may have to do the same changes for your University qualifications (if any).

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

Awarded Non-Italian Qualification Details

Enter the type of non-italian high school diploma, the award year and grade.

Diploma Details

Qualification situation
 awarded
 not yet awarded

Non-Italian Qualification Type

Qualification (free text)

Institution

Award year*

Grade*

Country

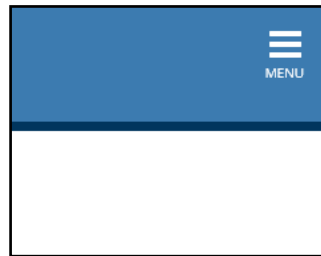
Education system (country)

- 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 in the current year.
- Under the “**Grade**” category:
 - either indicate your final school/University grade, in case your final qualification has one all-encompassing final grade;
 - or type “**PASS**” in case your Diploma does not have any final grade on it.

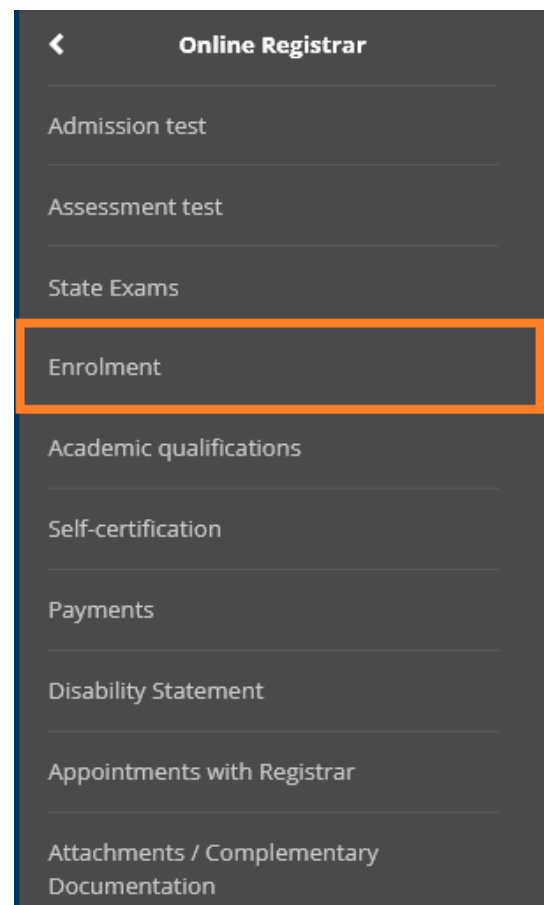
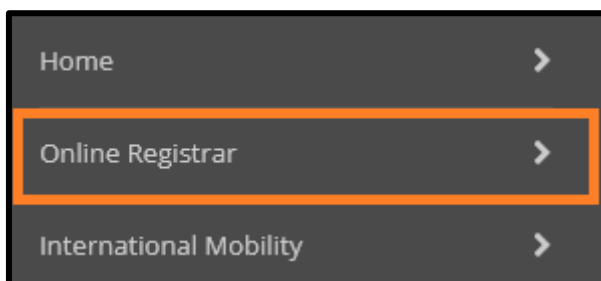
Once you have performed these edits, click on **Continue** to save your changes. You will be taken automatically to the previous screen.

3) Print the Enrolment Form

As soon as the schooling/academic information is saved and you return to the **Qualification** recap page, click again on the **"MENU"** button in the top-right corner:



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 should see now a new button, labelled “**Print Enrolment Request Form**”.

The screenshot shows a web interface for enrolment. At the top, there are two fields: 'Enrolment Date in IUS' with the value '02/09/2022' and 'University of first enrolment in IUS' with the value 'Università Cattolica del Sacro Cuore'. Below this is a section titled 'Enrolment Attachments' with a sub-section 'Qualifications for Enrolment'. This section contains three input fields: 'Qualification type', 'Qualification status', and 'Award year'. Below these fields is a message: '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'. There are three buttons: 'Complete enrolment information', 'Manage attachments', and 'Print Enrolment Request Form'. A green arrow points to the 'Print Enrolment Request Form' button. Below the buttons is another message: 'You will be able to print your request for enrolment form once you will have completed the information pertaining to the academic qualification you have presented for admission.'

- Select that option to generate your **Enrolment Form**.
- **PLEASE NOTE:** Once you generate the form in question, in the unfortunate case that you either close the window or turn off your device, you will **not** be able to download the document again by yourself. So please pay the utmost attention to this part and make sure to save the file as soon as possible.
- Students are kindly asked to print and fill out the form, then sign it wherever the signature is indicated to be required.
- Please note that you can safely disregard any section of the Enrolment Form where the “Student ID Number” or “matriculation number” is mentioned. This is a piece of information that will be added later on by the offices in charge of the enrolment process. You do **NOT** need to type anything in those fields.
- Once you have filled out and signed the Enrolment Request Form, **scan the document again, save a digital copy of it as a PDF file and 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 several pieces of paperwork that will be required to finalize your status, once and for all, as enrolled students.

Here is a recap of the documents that you need to prepare for this purpose. Pay special attention to the extra requirements that may or may not be applied to your specific case, 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), filled out and signed.

 - ❑ The payment receipt of your pre-enrolment fee.
(**PLEASE NOTE:** this is the same fee that you have already paid when confirming your offer and that you sent to the International Admissions office. No further payment is required to finalize your enrolment)

 - ❑ A scan of your final 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 – **in case it was deemed necessary for your Visa and conformity** - or an equally valid statement that certifies the eligibility of the qualification, such as the “Statement of Comparability” issued by CIMEA – **again, only in the event that it was explicitly communicated as a mandatory aspect for your enrolment.**

□ **(If you are enrolling in a Master’s Degree Programme that is not Medicine and Surgery)**

A scan of your final University Qualification(s)

□ **Further requirement only if indicated as necessary:**

Either the “Dichiarazione di Valore” issued by the Italian Embassy or Consulate in the Country where the University qualification was awarded – **in case it was deemed necessary for your Visa and conformity** - or an equally valid statement that certifies the eligibility of the qualification, such as the “Statement of Comparability” issued by CIMEA – **again, only in the event that it was explicitly communicated as a mandatory aspect for your enrolment.**

□ 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/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 apply for the Fiscal Code in Italy later on, after your enrolment.**

□ Certificate of Vaccination against Hepatitis B

□ Certificate of anti-tuberculin Mantoux / Quantiferon test, which should be carried out no more than 3 months before your enrolment

□ **Only if the main medium of instruction of your schooling/University 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, this time you have to click on the button labelled **“Manage attachments”**.

University of first enrolment in IUS Università Cattolica del Sacro Cuore

Enrolment Attachments

Qualifications for Enrolment

Qualification type	Titolo di Scuola Superiore
Qualification status	Awarded
Award year	2022

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 enrolment information](#)

[Manage attachments](#)

You will be able to print your request for enrolment form once you will have completed the information pertaining to the academic qualification you have presented for

[Print Enrolment Request Form](#)

Once you do that, you should see either one of two things:

- Either the following page, containing a list of options/buttons that allow you to add “attachments”

Attachments of Complementary Documentation for Enrolment

In this section you will be able to upload documentation to complement your enrolment.

List of attachments

Attachment type	Title/name	Description	Actions
Enrolment Request Form			Add attachment
Other Attachments			Add attachment
Identification Document (Passport)			Add attachment
Attachment type	Title/name	Description	Actions

- **OR** the same page named “Attachments of Complementary Documentation for Enrolment”, but without any preset category.

Regardless of which version of the Attachments page you see, click on “**Add Attachment**” to upload your documents/attachments.

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

Please note also:

- If your Attachments page features a list of preset categories, make sure to abide by the following list and upload each document within their corresponding category.
- Otherwise, if your Attachments page does not have preset categories, simply click on the generic “**Add Attachment**” button for each one of these documents and upload them one by one.

1) CATEGORY/TYPE: “**Enrolment Request Form**”

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

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

Please note that you can safely disregard any section of the Enrolment Form where the “Student ID Number” or “matriculation number” is mentioned. This is a piece of information that will be recorded later on by the offices in charge of the enrolment process. You do NOT need to type anything in those fields.

2) CATEGORY/TYPE: “**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 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.)

2C) If you are enrolling in a Master's Degree Programme that is not Medicine and Surgery:

A scan of your final University Qualification(s)

TITLE/NAME: University Qualification

DESCRIPTION: type here the specific name/type of the University Degree that you have obtained (for example, "Bachelor's Degree in Physics", 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 "Passport".

4) CATEGORY: "Language Certification"

Only if the main medium of instruction of your schooling/University 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: "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".

- **Important: You need to upload the official "Codice Fiscale" paper, that is to say the official document issued by the "Agenzia delle Entrate" governmental office. We cannot accept the code by itself, for instance if you just calculated it automatically through an online service.**
- If you have yet to obtain this document and/or only have the alphanumerical code itself and not the paper from the "Agenzia delle Entrate", please ignore this part for now and move on with the upload of the other documents.

7) 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”.

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

8) CATEGORY: **“Dichiarazione di Valore (statement of comparable value of qualification)”**

DOCUMENT TO UPLOAD: **Only if indicated as necessary and/or explicitly communicated** - 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 type of document you are uploading.

9) CATEGORY: **“Health/Medical Certification – Mantoux / Quantiferon, 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 / Quantiferon 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** ●

Duration:

Order: Legislation:

Enrolment date:

- If everything went well and you followed all the instructions thoroughly, you will now see a recap page as shown in the screenshot above.
- **IMPORTANT:** Make sure to now send an e-mail to international.admissions-rm@unicatt.it (International Admissions Office), confirming that you have completed the required uploads on the system.

After sending this confirmation e-mail, **please allow several working days for the International Admissions office to gradually check the validity of all your documents.** The verification of the documents that you have uploaded **is not an automated process.** It will require an unspecified amount of time, but please be assured that the International Admissions Office will work diligently on completing this task at the earliest opportunity.

The office will get back to you via e-mail after the necessary checks have been completed and will provide a confirmation of your enrolment status, together with your official Student ID Number (“numero di matricola”, also referred to as “matriculation number”).

Thank you! We hope to receive a confirmation of your enrolment uploads as soon as possible!