



UNIVERSITÀ  
CATTOLICA  
del Sacro Cuore

# REGISTRATION PORTAL GUIDELINE

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Undergraduate Degree in  
**ECONOMIA DEI MERCATI E DEGLI  
INTERMEDIARI FINANZIARI – FINANCE  
PROFILE**  
Campus of **Milan**



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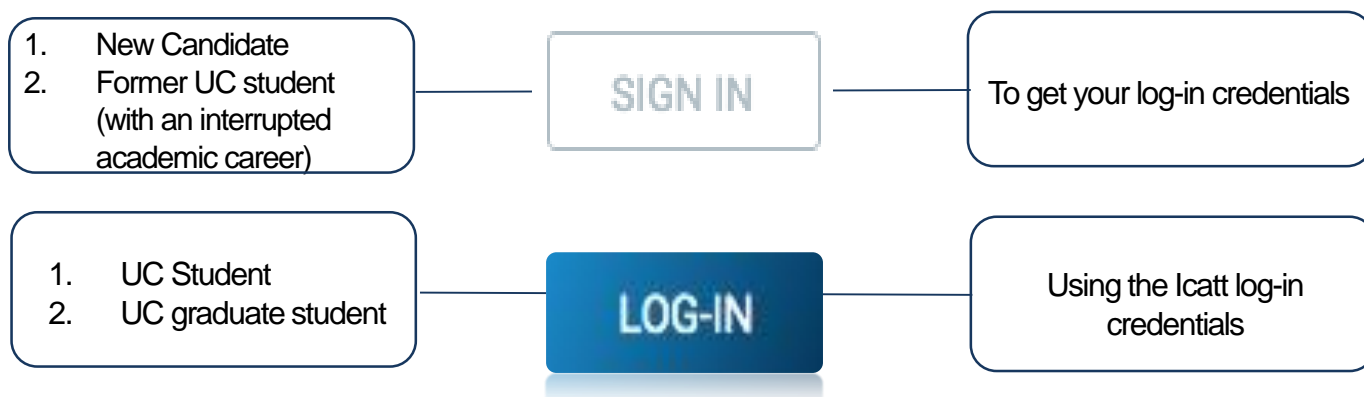
## PROGRAMME APPLICATION

The enrollment to the degree programme in **Economia dei mercati e degli intermediari finanziari – profile FINANCE** is available online through the Registration Portal.

In order to log-in to the **Registration Portal** use the following link: <https://iscrizioni.unicatt.it/iscrizioni>

The following screen appears:

Click on «**REGISTER**» or «**LOG-IN**».



## COURSE CHOICE

Select «Undergraduate and integrated degree programmes», choose the campus and the academic year. All the courses' cards are shown; choose the **Economia dei mercati e degli intermediari finanziari – Finance profile** one. Use the «SEARCH AND FILTER» feature.



The card gives some information about the course. Read carefully the [Admission Regulations](#) before starting the procedure. Click below on «APPLY» to begin the enrollment procedure.

Three-year degree
 3C1D

### ECONOMIA DEI MERCATI E DEGLI INTERMEDIARI FINANZIARI - - FINANCE -TAUGHT IN ENGLISH

*FACOLTA' DI SCIENZE BANCARIE, FINANZIARIE E ASSICURATIVE*

English

Places available

a.y. 2022/23

Milano

To know more about admission times and procedures, see the Admission Procedures.

**APPLY**

In order to access to the degree programme of **Economia dei mercati e degli intermediari finanziari – FINANCE profile** there are four different admission modalities: check which one you can join by consulting the [Admissions Regulations](#).

## CHOICE OF THE APPLICATION TYPE

It is necessary to identify with one of the 5 types of application available: each of these follows a specific process of enrollment.

This guideline shows the procedures to follow for a **first-time enrollment**.

**Type of application**

**First-time enrolment**  
Is this the first time you enrol at a university?

**Internal transfer**  
Are you already a Università Cattolica student and want to transfer to another programme?

**Second degree**  
Do you already have a degree and want to get a second one?

**Resumption of studies**  
Do you wish to resume discontinued studies?

**Transfer from another university**  
Are you applying from another university and want to enrol at Università Cattolica?

CANCEL CONFIRM



**First time enrollment:** it's the first time you are applying for a three-year course.



Those who withdraw from studies without passing any exam in the previous academic career are included in this category.



**Internal Transfer:** You are currently enrolled in another course of Università Cattolica, but you wish to change it with another course of the same level still held at Università Cattolica.



**Second degree:** You already have a three-year degree



**Resumption of studies:** You have been enrolled in a degree course at Università Cattolica or in another University, and you wish to resume your interrupted studies.



**Transfer from another University:** You are currently enrolled in an Undergraduate and integrated degree or Graduate degree course at another university, and you want to enroll in Università Cattolica.

## PROFILE DETAILS

### PRIVACY DATA

### APPLICANT'S PERSONAL DATA

### QUALIFICATION

### EXTRA-CURRICULAR CERTIFICATIONS

### SLD AND/OR DISABILITY CERTIFICATION

Read carefully what it is indicated in this section and give consent to the personal data processing where required.

### PRIVACY DATA

### APPLICANT'S PERSONAL DATA

### QUALIFICATION

### EXTRA-CURRICULAR CERTIFICATIONS

### SLD AND/OR DISABILITY CERTIFICATION

Enter your personal data, e-mail and cellphone number. Residency and domicile can be changed at any time.

### PRIVACY DATA

### APPLICANT'S PERSONAL DATA

### QUALIFICATION

### EXTRA-CURRICULAR CERTIFICATIONS

### SLD AND/OR DISABILITY CERTIFICATION

**Diploma di Scuola Superiore**

Status \*  
In progress

Qualification system \*  
☒ Italian ☐ International

Qualification year \*  
2022

Qualification track \*  
LICEO CLASSICO

Institution country \*  
ITALY

Province of institution \*  
MILANO

Municipality of institution \*  
MILANO

Institution \*  
MANZONI - LICEO CLASSICO

Grade / Grade ☐ Honours

\* Required field

CANCEL SAVE

If you have, or you are going to obtain a **diploma abroad** which is not equivalent to the Italian maturity diploma, please contact the International Admissions Office ([international.admissions@unicatt.it](mailto:international.admissions@unicatt.it)) because you will have to follow a different registration procedure.

If you have not obtained your diploma yet, you must indicate it as «**In progress**» and the field «**Grade**» must be left empty.

If you have obtained your maturity diploma, you must indicate it as «**Achieved**» and enter the grade.

NOTICE: If you want to take part to the 4<sup>th</sup> admission phase you must be graduated from school

### DATI PRIVACY E CONDIZIONI

### DATI CANDIDATO

### TITOLI DI STUDIO

### CERTIFICAZIONI EXTRASCOLASTICHE

### SLD AND/OR DISABILITY CERTIFICATION

Fill in this section if you are a student with SLD or disability and upload the relevant documentation. To continue click on «SAVE».

## EXTRACURRICULAR CERTIFICATIONS

PRIVACY DATA

APPLICANT'S PERSONAL DATA

QUALIFICATION

EXTRA-CURRICULAR CERTIFICATIONS

Declare the **extra-curricular certifications**: informatic, linguistic, working one and/or the attendance of the 4<sup>th</sup> year of school abroad. If you don't have an Extra-curricular certification, select «**NONE**» for each of the items in the list and then click on «**SAVE**» and then on «**CONTINUE**»

Supplementary information

Computer science certification

Language certification

Language knowledge (with no supporting certification)

Employment status

Declaration forth year of high school abroad

SAVE



It is necessary to fill-out all the fields, even though only the data considered useful for the admission to the course will be taken into account.

For the admission to the course of **Economia dei mercati e degli intermediari finanziari – FINANCE profile** it is necessary to own an adequate knowledge of the english language.

This knowledge will be recognized through:



An **English Language certification** among those listed within the [Admissions Regulations](#)



Having spent the **4th year of high school in an English-speaking country**. In this case declare it in the «**Declaration of the fourth year abroad**».



If you achieve a B2 level with the **Online English Language Test** ([see notice](#)). In this case do not indicate anything in this section: the result is uploaded automatically in the «**List of Tests**» section.

**ATTENTION:** when you sign up for the Online English Language Test you must use the same log-in credentials used to log-in the Registration Portal.

FROM HERE ON the procedure to follow will be differentiated depending on the admission modalities in which you will participate (1°, 2°, 3°, 4° modality) the common procedure will continue again at page 12.



## 1<sup>st</sup> MODALITY: ADMISSION INTERVIEW

Indicate the average of the marks obtained during the 4th year of high school:

Fourth year grade average

7,50



If you took the **4th year abroad** but you don't have the report card converted by the **italian school** or you are attending a **4-year school**, then indicate the average of the marks obtained during the 3rd year of high school.

After clicking on «CONTINUE» upload the following documents:

- PASSPORT PHOTO
- IDENTITY DOCUMENT (
- TAX CODE
- RESIDENCE PERMIT (mandatory for extra-EU citizens)
- ENGLISH LANGUAGE CERTIFICATION




If you spent the **4th year of high school in a english-speaking country** upload the *transcript of records* issued by the school abroad


- SCHOOL REPORT OF THE 4° YEAR of high school



If you have attended the **4th year abroad** and you don't have the report card converted by the **Italian school** or if you are attending a **four-year school** upload the report card of the 3rd year.



DOCUMENTO D'IDENTITA' / IDENTITY DOCUMENT ⓘ



Not uploaded

Maximum document size: 5 MB  
Permitted formats: png, jpg, jpeg, tiff, pdf

Required document

**ADD**

In order to upload a document click on «**ADD**» e choose the file from your desktop. Each document must be uploaded in a single file. The upload of multiple files will overwrite them.

Once all the documents indicated as «mandatory» have been uploaded, the tab «CONTINUE» appears. Continue the procedure without waiting for the validation of the documents, which is carried out later.



## 1<sup>st</sup> MODALITY: ADMISSION INTERVIEW

Choose the date and time of the interview:


Date	Time	Place	Deadline
14/01/2022	Select	Online	10/01/2022
17/01/2022	Select	Online	10/01/2022


After making the choice and clicking on «CONTINUE», the following summary screen will appear:


**Summary of interview details**

colloquio.riepilogo.triennale.info.skype

**Make yourself available**

 **Date: 14/01/2022; Time: 16:30; on Skype/Teams**

 Interview date
 [CHANGE](#)

 **DOCUMENTATION IN PROCESS OF VALIDATION**
[CHANGE](#)

If you wish to change the date of the interview, you can click on «CHANGE» and choose another one, subject to availability of places, within the registration deadline.

The validation of the report card and the language certification is carried out before the interview you've booked. The remaining documents, instead, will be validated after the reservation of the place, so the overall status of the documentation could remain «UNDER EVALUATION».



**ATTENTION:** if the report card or language certification are considered «not valid» by the deadline for the interview registration it will not be possible to be interviewed and the application will be automatically deleted.

## 1st MODALITY: ADMISSION INTERVIEW

DOMANDA 0246706 12/12/2020 3C10

FACOLTA' DI SCIENZE BANCARIE, FINANZIARIE E ASSICURATIVE

**ECONOMIA DEI MERCATI E DEGLI INTERMEDIARI FINANZIARI – FINANCE - TAUGHT IN ENGLISH**

Laurea Triennale

**Interview booked**

a.a. 2022/23 Inglese

Milano Posti disponibili

**ENTER**



Only when the status of your application is  
**«Interview Booked»**  
 the interview registration is completed.



ARE YOU ALSO INTERESTED IN THE ITALIAN PROFILE?

Open the Application for **Economia dei mercati e degli intermediari finanziari** and register for the interview, following the same procedure described in this guideline. You will then **only have to take the interview in English** and the result obtained will also be valid for the profile in Italian.

### ADMISSION INTERVIEW OUTCOME

At the end of the interview session you will know the outcome of your interview. The status of the Application might become:

**Admission test not passed:** You can participate in the next admission phases, if activated.

**Absent:** You can participate in the next admission phases, if activated.

**Eligible for enrollment:** You can reserve your position, respecting the deadlines indicated within the Admission Regulations.

To know how to reserve the position on the course go to page 12

## 2°, 3° and 4° MODALITY: RANKING

Indicate the average of the grades obtained during the 4th year of high school, if this information is requested. Click then on «CONTINUE» and upload the following documents:

- PASSPORT PHOTO
- IDENTITY DOCUMENT
- TAX CODE
- RESIDENCE PERMIT (mandatory for extra-EU citizens)
- ENGLISH LANGUAGE CERTIFICATION



If you spent the **4th year of high school in a english speaking country** upload the *transcript of records* issued by the school abroad

DOCUMENTO D'IDENTITA' / IDENTITY DOCUMENT

Not uploaded

Maximum document size: 5 MB  
Permitted formats: png, jpg, jpeg, tiff, pdf

Required document

ADD

In order to upload a document click on «ADD» e choose the file from your desktop. Each document must be uploaded in a single file. The upload of multiple files will overwrite them.

Once all the documents listed as «mandatory» have been uploaded, the «CONTINUE» button appears. Continue the procedure without **waiting for the validation of all the documents**, which is carried out later

CONTINUE

DOMANDA 0246706 12/12/2020 3C1

FACOLTA' DI SCIENZE BANCARIE, FINANZIARIE E ASSICURATIVE

ECONOMIA DEI MERCATI E DEGLI INTERMEDIARI FINANZIARI-FINANCE - TAUGHT IN ENGLISH

Laurea Triennale

Ranking

a.y. 2022/23 Inglese

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ENTER

At this point the status of your application will become «**Ranking**» Wait for the results publication on the [web page of the course](#): if admitted, your status will become «**Eligible for enrollment**» and you can reserve your place within the deadlines indicated by the [Admission Regulations to the course](#).

To understand how to reserve your place, read page 12

## POSITION RESERVATION

DOMANDA 0246232 04/12/2020 3C1D

FACOLTA' DI SCIENZE BANCARIE, FINANZIARIE E ASSICURATIVE

**ECONOMIA DEI MERCATI E DEGLI INTERMEDIARI FINANZIARI-FINANCE - TAUGHT IN ENGLISH**

Laurea Triennale

Home for enrolment

a.y. 2022/23 Inglese

Milano Posti disponibili

**ENTER**

When the status of your application becomes «**Eligible for enrolment**» you can occupy your position on the course. To proceed to the occupation of the place, click on the button «**ENTER**» at the bottom left of the card, download the **MAV slip** of the first installment of the 202/23 tuition fees and make the payment.

Payment slip (MAV)

**OPEN**

It is possible to pay the MAV slip through these methods:

**Payment can be made:**

- In person at any bank (within Italy), with no extra charges or commission.
- Via your personal online banking, if payment slip (MAV) option is available, with standard bank charges or commission.
- On [SCRIGNOPAGOFACILE](#) (within or outside Italy), with standard charges or commission.

MyBank VISA Verified by VISA Mastercard MasterCard SecureCode Maestro SafeKey PayPal

The place is occupied only with **the actual confirmation of payment**.

After paying the MAV slip, please log in again to the Registration Portal and enter the identification code of the MAV slip, the date of payment and the other requested data:

**Payment order self-confirmation**

Payment made by (family name and given name)	Payment slip (MAV) reference number *
Bank Used to make payment	Branch
Date of payment * Date	



The position occupation confirmation on the course occurs when the status of the application is «**Payment order self-confirmed**» or «**Payment Confirmed**»

## ENROLLMENT

Once the payment has been confirmed and all the documents are valid, if you have obtained your maturity diploma (see how to enter the information about your diploma at page 6) the application status becomes «**Awaiting enrollment**» and it is possible to complete the enrollment procedure uploading the following documents:

- CERTIFICATE OF BAPTISM
- ENROLLMENT REQUEST, completed and signed

DOMANDA 0246240 04/12/2020 3C1D

FACOLTA' DI SCIENZE BANCARIE, FINANZIARIE E ASSICURATIVE

**ECONOMIA DEI MERCATI E DEGLI INTERMEDIARI FINANZIARI-FINANCE - TAUGHT IN ENGLISH**

Laurea Triennale

**Awaiting enrolment**

a.a. 2022/23 Inglese

Milano

**ENTER**

To print the Enrollment Request you must click on «Enter» and then on:

Enrolment request form **PRINT**

To upload the documents necessary for the enrollment, click on the icon «Documents»:

**Enrolment documentation**

By uploading the Application Form, you are "Enrolled".

To upload click "Documents" **Documents**

If the upload is successful, the status of the document becomes:

**Uploaded**

After the evaluation, the document can be:

**Valid**

or

**Not valid**

When the document is «**Not valid**» you will find the motivation in the notes below and you will also receive an e-mail. The document must be uploaded again, as soon as possible. To access to the documents uploading section, you have to click on «ENTER»

## UNIVERSITY CARD



After about one month from the positive validation of the registration documents, you will receive the **UNIVERSITY CARD Carta Ateneo+** at the address you've indicated on the Registration Portal (see tab « CartaAteneo+ »).



UNIVERSITÀ  
CATTOLICA  
del Sacro Cuore

## CONTACTS

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If you need support for the use of the Registration Portal contact us through the [«HELP»](#) button within the portal itself or just have a look at the [FAQ](#).

If you have questions or you wish to contact us, do it through [THIS FORM](#) choosing the subject of your interest