



UNIVERSITÀ
CATTOLICA
del Sacro Cuore

Application guidelines

Undergraduate programs

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

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

About you

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

Academic information

- Education History: indicate how many years of general schooling you did before receiving your secondary school diploma, e.g. Italy has 13 years from primary to high school, whereas other countries may have less, 11 or 12.
- High school information: fill in with information regarding the most recent high school you have attended, and where you have completed or are in the process of completing your diploma.
- HS Education System: if you are an IB candidate, select "International Baccalaureate".
- Add another response if you have transferred at any time during your high school career.
- College information: answer this section if you are currently enrolled or if you previously studied at a University.

English language proficiency

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

Second choice program

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

Additional information

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



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Requirements

Scan and upload the following documents:

- Copy of passport (page with your data and photo);
- Italian fiscal code, if available;
- If you have already graduated from high school: copy of your official diploma and transcripts of your completed last two-years of high school (*);
- If you are currently enrolled in the last year: transcript of completed second-to-last year of high school and most up-to-date record for the current year of high school (*);
- SAT, ACT, AP score results, when applicable;
- Updated CV;
- Motivation letter – In a couple of paragraphs explain why you want to study with us;
- If you are requesting a transfer of credits: official transcript of academic records (both front and reverse sides) and a syllabus for each subject;
- Use the fields “Upload 1/2/3” if you have to upload additional documents, such as AP exam registration.

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

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

Application fee payment

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

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

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

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

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

Results

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

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

Your response to any offers you receive will be communicated through the SSC.

Confirmation of participation

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