Hints on how to deal with the
Pre-application – Application procedures

1. As a first step, Candidates need to register at https://immatricolazioni.unicatt.it/portaleaccesso (note that you can switch to English by clicking on the upper-right tab).

2. You will receive an e-mail (at the address you have provided) that lets you know that the first phase of the registration process has been completed successfully. The e-mail will also provide you with your username. By clicking on the link that you will find in the e-mail, you will be prompted to choose a password. Once the password has been chosen, you can (and will have to) leave this procedure.

3. You can now go back to https://immatricolazioni.unicatt.it/portaleaccesso and enter the Application / Pre-Application procedure. The first step to be completed is about “Your Profile”.
   - Fill in the remainder of your personal data and those concerning your residence (and your delivery address, if this is different from your residence address).
   - Insert the data concerning your degrees. Please note that students holding a foreign degree are strongly advised to choose “INTERNATIONAL BACHELOR DEGREE” from the drop-down menu; this opens various possibilities (from 3-Year Bachelor degree to PhD, passing through Master degree). Note that you can insert more than one degree.
   - Insert your computer science certification (if any, otherwise click on “None”).
   - Insert the data concerning your qualification on foreign languages. Note that it is not compulsory to provide data concerning your “supporting certification”. However, if you do not provide such data, you will have to click on “Nessuna Certificazione - No formal qualification” (do that for all the four main languages).
     Note that you will be asked to upload your language certification at a later stage. You can do this also if you wish to upload a certification that is different from those listed above. Moreover, note that you have to provide an indication for at least one language (English); if you do not have any formal qualification, fill the sub-section concerning “Language Knowledge (with no supporting qualifications)”
   - Fill in the information on your employment status.

4. Once you have completed your profile, you can start the Application/Pre-application by clicking on the “New application” tab. From the “Programme type” drop-down menu, choose “Dottorato di Ricerca” (which is a Ph.D.). Then, click on campus “Sede di Milano” (That is: Milan Campus) and on “Start Search”. The available programs will appear. The PhD in Economics and Finance is coded 8F5D.
5. After having chosen your program,
- you can provide details on previous doctoral grants (from Italian programs), on previous research grants under the Italian law nr. 449/1997 and/or relevant work experience (if any, otherwise skip);
- you can provide details on previous work experience (if any, otherwise skip);
- you can signal your publications (if any, otherwise skip); note that in a later stage you can upload up to 4 publications;
- you can signal if you are enrolled in a professional register / professional association (if any, otherwise skip);

You can now upload your documents. A list of documents that can be uploaded is provided below. Note that, if academic qualification is pending, a certificate of enrolment to one of the acceptable Italian degree programs or to a foreign academic program, plus a transcript including courses attended and grades received, must be uploaded. You can update your documents and add other documents at the Application stage.

Finally, two confidential letters of recommendation must be sent by e-mail, directly by the recommenders, to defap@unicatt.it. Note that it is not possible for the Candidate to either send the recommendation letters or directly upload them on the website.

PASSPORT-SIZE PHOTO
1. ID DOCUMENT
2. PASSPORT
3. CURRICULUM VITAE
4. RESEARCH STATEMENT
5. CERTIFICATE OF BACHELOR
6. CERTIFICATE OF MASTER DEGREE
7. CERTIFICATE OF FURTHER GRADUATE QUALIFICATIONS
8. TRANSCRIPTS OF BACHELOR DEGREE
9. TRANSCRIPTS OF MASTER DEGREE
10. TRANSCRIPT OF FURTHER GRADUATE QUALIFICATIONS
11. DECLARATION OF VALUE OR DIPLOMA SUPPLEMENT
12. PUBLICATION N. 1
13. PUBLICATION N. 2
14. PUBLICATION N. 3
15. PUBLICATION N. 4
16. ACADEMIC HONORS
17. OTHER QUALIFICATIONS
18. ADDITIONAL DOCUMENTS
19. ENGLISH LANGUAGE PROFICIENCY CERTIFICATE
20. GRE
21. GMAT