



International Doctoral Program in Science

Hints on how to deal with the application procedures for UCSC positions

1. As a first step, candidates need to go the url
<https://dottorati.unicatt.it/concorsi>
and choose the appropriate PhD program. Click on “Application Form”
(note that you can switch to English by clicking on the upper-right tab).
Press “Sign In” to register. Fill your data and the Italian fiscal code will be calculated.
2. After few minutes you will receive an email (at the address you have provided) that lets you know that the first phase of the registration process has been completed successfully. The email will also provide you with your personal account. By clicking on the activate button, you will be prompted to choose a password.
3. When you log in, you will be directed to a page in italian. Choose, under “Dottorati di ricerca”, the link “Campus di Milano, Brescia, Piacenza e Cremona” and then click on the “ACCEDI” button. You will be directed to a page where you can switch to English. Choose “PhD programs”, then select Brescia and 2024/25, and then SCIENCE. Click on Apply and follow the instructions.
 - Fill in the remainder of your personal data and those concerning your residence (and your delivery address, if different from your residence address).
 - Insert data concerning your degrees. Please note that students holding a foreign degree are strongly advised to choose “INTERNATIONAL BACHELOR DEGREE” from the dropdown menu; this opens various possibilities (from 3-Year Bachelor’s degree to Ph.D.’s, passing through Master degree). Note that you can insert more than one degree.
 - Insert data concerning your qualification on foreign languages. Note that it is not compulsory to provide the 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).
4. As for English, qualification can come from:
 - FCE;
 - CAE;
 - CPE;
 - BEC
 - British Chamber of Commerce;
 - Trinity College;
 - TOEFL;
 - IELTS;
 - or certificate ok the kind deemed useful to prove proficiency in English;



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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)”

5. Once you have completed your profile, you can start the Application by clicking on the “application” button. After having chosen “First year registration”, click on “Dottorato di Ricerca” (which is a Ph.D.) in the drop-down menu. Then, click on campus “Sede di Brescia” (That is: Brescia Campus. Click only this) and on “Start Search”. The available programs will appear.
6. After having chosen your program,
 - you can provide details on previous doctoral grants (from Italian programmes), 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 mention 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 also upload your documents. A list of documents that may be uploaded (for the pre-application, step 1, only an I.D. and the C.V. are mandatory) 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 the other documents at the “Application” stage.

Finally, at the “Application” stage two confidential letters of recommendation must be sent by email, directly by the recommenders, to phd.science@unicatt.it. Note that it is not possible for the candidate to directly upload the recommendation letters on the website.



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List of documents

FOTOTESSERA / PASSPORT-SIZE PHOTO

1. CARTA D'IDENTITÀ / ID DOCUMENT (Mandatory)

2. PASSAPORTO / PASSPORT

3. CURRICULUM VITAE (Mandatory)

4. PROGRAMMA DI RICERCA / RESEARCH STATEMENT

5. LAUREA TRIENNALE / CERTIFICATE OF BACHELOR

6. LAUREA MAGISTRALE / CERTIFICATE OF MASTER DEGREE

7. CERTIFICATE OF FURTHER GRADUATE QUALIFICATIONS

8. CERTIFICATO DEL TITOLO DI LAUREA TRIENNALE CON ESAMI SOSTENUTI -
TRANSCRIPTS OF THE BACHELOR DEGREE

9. CERTIFICATO DEL TITOLO DI LAUREA MAGISTRALE CON ESAMI SOSTENUTI -
TRANSCRIPTS OF MASTER DEGREE

10. TRANSCRIPT OF FURTHER GRADUATE QUALIFICATIONS

11. DICHIARAZIONE DI VALORE / 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. EVENTUALI ALTRI DOCUMENTI - ADDITIONAL DOCUMENTS

19. ENGLISH LANGUAGE PROFICIENCY CERTIFICATE