International Doctoral Program in Science

Instructions for the pre-application procedure for the available positions at UCSC

1. As a first step, candidates need to register at https://iscrizioni.unicatt.it/iscrizioni/ (note that you can switch to English by clicking on "English" in the upper-right corner).
2. To register, please click on the "sign in" box
3. Please choose the "Students" tab for starting the process and click "next".
4. Fill in the personal data required.
   a. If your birthplace is not shown in the list, please choose other and insert your location manually.
   b. In the municipality, if not present please select "comune estero" and enter it manually
   c. If your postal code is different from five digits insert 0 where needed.
5. Please click on calculate for generating the fiscal code
6. In the contact data box, to insert your phone number add the countrycode as digits only. Example: insert 0033 plus your number, NOT +33
7. Tick the box for information (mandatory).
8. Pick an option in the "Information on marketing" box

9. After you see this window, you will receive (please wait at least 8 minutes) an email at the address you have provided confirming that the registration process has been completed successfully. The email will also provide you with your username.

10. By clicking on the button "activate" that you will find in the mail, you will be prompted to choose a password.

11. Once you entered the password and the verification code, a confirmation window appears. DO NOT login at the page appearing after clicking on the close button. Instead, go to the page https://iscrizioni.unicatt.it/iscrizioni/ and login using your generated personal account name.

12. You will be directed to your personal page, please click on English in the upper right corner
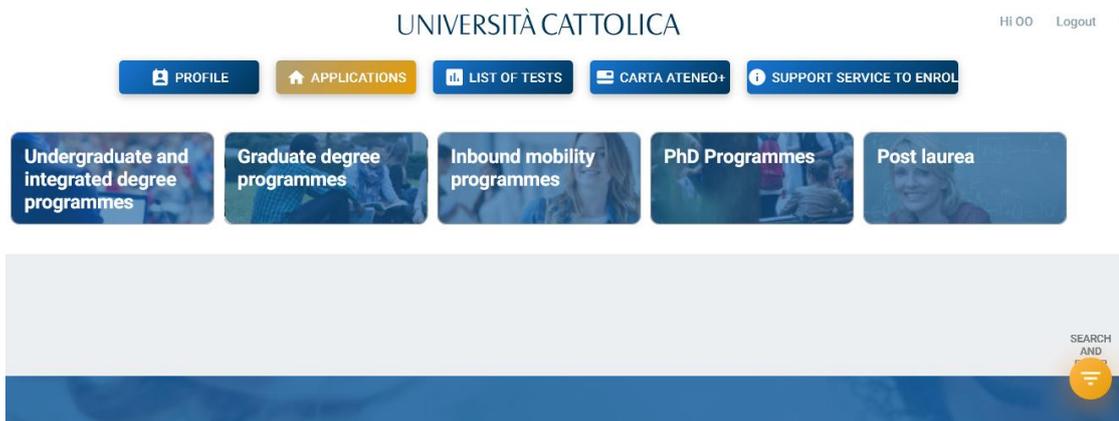
13. In the main page of your profile, select the box PhD programmes

14. Select campus "Brescia"; select ay 2021/2022

15. Click on apply in the "Science" box

16. Click I duly accept for the "INFORMATION NOTICE OF ON THE PROCESSING OF PERSONAL DATA" box . Pick a choice for the "CONSENT FOR PROCESSING OF PERSONAL DATA" box and press continue in lower right corner.

17. Continue to fill in your personal data.

NOTE: THE POINTS 18-26 SE INSTRUCTIONS ARE VALID THE FIRST TIME YOU ENTER THE REGISTRATION ONLY.

18. Add a qualification. This is mandatory in order to apply to the PhD.

19. In the "Enter qualification box" note that students holding a foreign degree or master MUST choose "INTERNATIONAL BACHELOR DEGREE" from the dropdown menu, even if you hold a Master degree or equivalent. You will be able to select the appropriate qualification after the selection "INTERNATIONAL BACHELOR DEGREE".

20. Fill in all the required information. If the location of your degree is not present in the dropdown list, please select "comune estero" and add it manually. In the grade box enter a value (mandatory). In the academic year enter the academic year you obtained the title.

21. You might enter more than one qualification.

22. Once you press CONTINUE, the first time you start the application to the doctorate you should be asked whether you have a research grant or scholarship. If this does not apply press CONTINUE.

23. "work experience" box. Add if you have one. Optional field. You will be able to add work experiences later on or in your CV.

24. "Scientific publications" box. Optional field. You will be able to add publications later on.
25. "List of professional licences, enrolment on professional registers, membership of professional associations". Optional field. You will be able to add any later on.
26. Pressing continue, you will see a warning message. If you have inserted the correct information in the previous steps, press ok to continue the procedure.

27. You should now see this page. Each box will let you upload the various type of documents needed by using the ADD button.
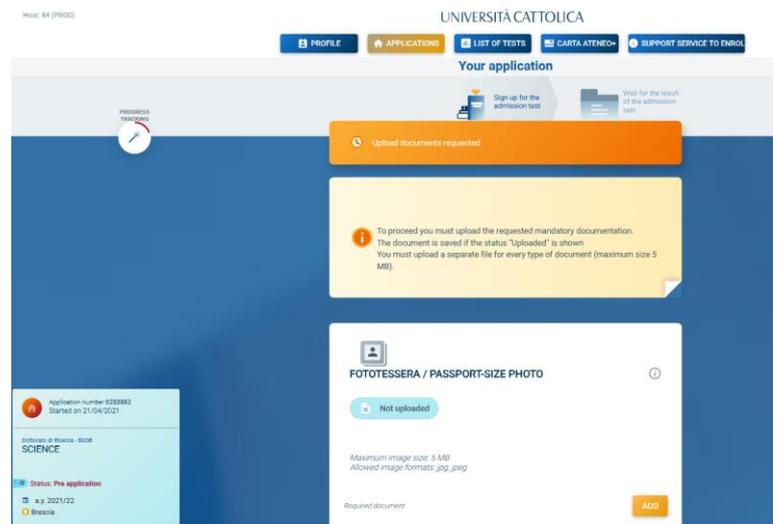
28. VERY IMPORTANT: in the mandatory box "CONTRIBUTO AL PROGETTO DI RICERCA A/ CONTRIBUTION TO THE RESEARCH PROJECT A" you must indicate which project you are willing to apply to by indicating the title of the project. Moreover, an original text describing a possible development of the project may be uploaded. This text will be taken into account in the overall evaluation of the application.

    NOTES

a. In the case you do not have the permit of stay and the Italian tax number card, upload a blank document.
b. Please upload any degree and title you possess, even if it has already been uploaded in the "profile" section.
c. When the preapplication will be switched to the "Application" stage, maximum two confidential letters of recommendation must be sent by email, directly by the recommenders, to dottorato.science@unicatt.it . Note that it is not possible for the candidate to directly upload the recommendation letters on the website.