



UNIVERSITÀ
CATTOLICA
del Sacro Cuore

Application guidelines for 1-year Specializing master programs (Master di I livello)

In order to ensure that you complete the application process successfully, please 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 simply have to return to the Self Service Center (SSC) to finish it. Just make sure you don't miss the final deadline!

About you

- Citizenship: indicate 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 / ID.
- Residence: please indicate your country of residence, that 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 formal mandatory schooling you have completed before accessing university level studies, 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 High School where you have graduated.
- College information: fill in with information regarding the most recent College/University you have attended, and where you have completed or are in the process of completing your undergraduate degree.
- Add "Another Response" if you have transferred at any time during your undergraduate degree, or list here your undergraduate school if you have completed a previous degree.

English language proficiency

If applying for an English-taught program, you must upload a recognized English Proficiency test. If you have not yet obtained a certificate, please provide the scheduled test date.

If you have had English as a medium of instruction at secondary or tertiary education level, please upload an official statement from your university.

Second choice program

You can indicate a second choice program. In case of your application for the first choice being unsuccessful, 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: if you want to be considered for a UCSC International Scholarship, just enter yes in the relevant section of the tab "Additional information". No other documents are required.
- Please note that each Master has its own scholarship plan: they are merit-based and partial, please check details at [this link](#).



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Requirements

Scan and upload the following documents:

- Copy of passport (page with your data and photo);
- Copy of your bachelor degree (if already available);
- Transcripts of the bachelor degree (accepted in English, French, Spanish or Italian);
- Updated CV;
- At least one reference, from a professor or previous/current employer – you can use the fields “Upload 1/2/3” .;
- Motivation essay – Provide in a couple of paragraphs your primary motivations to study with us. Please try and indicate the academic and cultural benefits of your experience. (*) (**) (***)

(*) If you are applying for the Master in International Cooperation & Development, please answer the following questions (either on a separate Word document or as key bullet points inside the motivation letter):

- Explain your main motivations for applying to this Master. What are your expectations about it?
- Please share with us a personal experience that made you think that working for development is what you really want to do.
- Which are your professional goals? Which sector are you most interested in? To which of the Sustainable Development Goals is it related?

(**) If you are applying for the Master in International Relations, please answer the following questions (either on a separate Word document or as key bullet points inside the motivation letter):

- Explain your main motivation for applying to this Master. What are your expectations about it?
- Which are your professional goals? Which sector are you mainly interested in?
- Provide a definition of “International Relations”.
- According to you, which are the five main topics of the current international agenda? Justify each of them.

(***) If you are applying for the Master in Middle Eastern Studies, please answer the following questions (either on a separate Word document or as key bullet points inside the motivation letter):

- Explain your main motivation for applying to this Master. What are your expectations about it?
- Which are your professional goals? Which sector are you mainly interested in?

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 see a page with the summary of your application divided into two parts:

- Requirements: with the list of documents attached;
- Invoice.

Once you click on “Make Payment”, you will be directed to the PayPal website, where you can



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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.

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 to check it regularly. You will be notified by e-mail when an update on your application is published – please check the spam box as well. However, you should expect to receive the decision no later than 4 – 6 weeks from the deadline by which the application is received.

From the SSC you will have to accept or decline any offers you receive.

Confirmation of participation

You will have to pay a deposit of € 3000 to confirm your place in the program. Payment instructions will be provided in the admission communication.

Università Cattolica del Sacro Cuore reserves the right to cancel the master’s course should it not recruit a viable number of students.