



UNIVERSITÀ  
CATTOLICA  
del Sacro Cuore

## Institutional Information Sheet 2023/2024 - Milan Campus

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International Student Services [contacts](#):

**Primary contact for all types of inquiry: [international.advisor@unicatt.it](mailto:international.advisor@unicatt.it). Students are invited to contact the office via this e-mail address to make general inquiries regarding the planning of their study period abroad.**

Staff	Service	Contact details
Laura Ferrari	Academic Curriculum Courses Italian Language Courses	<a href="mailto:laura.ferrari@unicatt.it">laura.ferrari@unicatt.it</a> +39.02.7234.5802
Francesca De Martini	General Inquiries	<a href="mailto:francesca.demartini1@unicatt.it">francesca.demartini1@unicatt.it</a> +39.02.7234.5221
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Margherita Pasquini	Partner relations management	<a href="mailto:margherita.pasquini@unicatt.it">margherita.pasquini@unicatt.it</a>
Clara Anghileri	Internship Programme Service Learning Opportunities	<a href="mailto:clara.anghileri@unicatt.it">clara.anghileri@unicatt.it</a> +39.02.7234.5114

Office hours: Monday to Friday 9.30AM – 12.30PM, 2.00PM – 5.00PM.

Instructions if contact person is not available:

Central Office: 02.7234.5114 (Monday to Friday 9.00AM - 5.00PM)

Students are invited to request an appointment via email with the International Student Services advisors if they need assistance.

Instructions and contact information in case of emergency only occurring outside of business hours:

Emergency mobile phone: Léa Dominique Senn +39.3316222874 (for partners only)

### NOMINATION & APPLICATION/ENROLMENT TIMELINE

Fall 2023 Nomination & Application/Enrolment Timeline*	
Opening Nominations	27 February 2023
Opening Applications	15 March 2023
Deadline Nominations	15 March 2023
Deadline Applications	15 April 2023

Spring 2024 Nomination & Application/Enrolment Timeline\*

Opening Nominations	25 September 2023
Opening Applications	25 September 2023
Deadline Nominations	15 October 2023
Deadline Applications	15 November 2023

\*Once Cattolica receives the nomination for each student and acknowledges it (starting from mid-March/end of September), students will receive a link to the application. After students have completed the application, Cattolica will review the application and then enrol the student.

## OFFICIAL ARRIVAL DATE

Fall Semester 2023 Important Dates	
Arrival date 1:	28 August 2023
Orientation event 1:	29 – 31 August 2023 for students enrolled in pre-session intensive Italian language course and/or Impact Lab and/or courses offered by Faculty of Banking, Finance, and Insurance Sciences
Arrival date 2:	11 September 2023
Orientation event 2:	12 – 14 September 2023
Spring Semester 2024 Important Dates	
Special Arrival date:	4 January 2024 <b>ONLY</b> for students attending <b>2nd Trimester classes</b> (Faculty of Economics in English)
Special Orientation Event:	5 January 2024
Arrival date 1:	5 February 2024
Orientation event 1:	6 – 8 February 2024 for students enrolled in pre-session intensive Italian language course and/or Impact Lab and/or courses offered by Faculty of Banking, Finance, and Insurance Sciences
Arrival date 2:	19 February 2024
Orientation event 2:	20 – 22 February 2024

## ACADEMICS

Students can choose to build their Study Plan by selecting courses from two curricula <https://international.unicatt.it/ucscinternational-exchange-program-in-milan-ucsc-international-curriculum>:

- Cattolica University Academic Curriculum
- Cattolica International Curriculum

Before applying participants should be aware of the **Programme Requirements**: <https://international.unicatt.it/ucscinternational-semester-programs-exchange-program-in-milan>

Applicants for Cattolica courses taught in Italian must provide an Italian Language Proficiency Report indicating a minimum proficiency level of B2. The report needs to be completed both by the student and an Italian language instructor and be uploaded during enrolment. Applicants that cannot provide the Italian Language Proficiency Report upon enrolment or those who, upon enrolment, do not meet the proficiency level of B2 are required to enrol in Pre-session intensive and/or Semester Italian Language Course.

Note that applicants for Cattolica courses taught in English who are non-native speakers must provide evidence of B2 or equivalent English language proficiency. Example of minimum requirements: TOEFL iBT 79, IELTS 6, Cambridge B2 First (FCE), or comparable certification. An English Language Proficiency Report is not required if a student has successfully completed a degree programme taught in English; or is currently studying in English at his/her home institution.

## CATTOLICA ACADEMIC CURRICULUM

<https://international.unicatt.it/ucscinternational-course-details-ucsc-academic-curriculum>

Starting Dates: some Faculties may have different starting dates. Please see the Cattolica Academic Calendar at this page: <https://international.unicatt.it/ucscinternational-programme-dates-calendar-exchange>

Notably:

1. The School of Economics (Undergraduate and Graduate degrees) runs on a Trimester System. Please take note of the following course schedule:
  - Trimester 1: mid-September – mid-December (Including mid-term and final exams)
  - Trimester 2: beginning of January – mid-April (Including mid-term and final exams)
  - Trimester 3: mid-April – End of July (Including mid-term and final exams)

If students coming in Spring choose courses belonging to Trimester 2, they will be required to follow classes from January and they **must attend orientation** scheduled on January 5, 2024.

2. Courses from the School of Banking, Insurance and Finance and the Interfaculty: Economics + Banking, Insurance and Finance will start on September 11, 2023 for the Fall semester and on February 5, 2024 for the Spring semester.

### Academic Notes

The home institution sets the policy regarding the award of credits for coursework completed at Cattolica. Students are responsible for knowing their home institution's policies and procedures regarding this matter.

#### Cattolica Academic Curriculum:

- Students can take classes from LAUREA TRIENNALE (undergraduate) and LAUREA MAGISTRALE (graduate courses not suitable for undergraduate students).
- Students can take classes from all Faculties/Departments
- Note that the Faculty of Law, Political Sciences, Education and Languages offers mostly year-long courses
- Students are advised to enrol in the Italian language course as most classes and exams are entirely run in Italian
- Students will not have to register for courses prior to the beginning of classes; they will be required to update and confirm their Study Plan later during the semester and register online via their iCatt personal page for examinations.
- Course attendance is strongly recommended but not always mandatory.
- Students may choose from three possible final examination dates for most of the courses; however, the Faculty of Economics in English has only two possible final examination dates per each session.

### CATTOLICA INTERNATIONAL CURRICULUM

<https://international.unicatt.it/ucscinternational-course-details-ucsc-international-curriculum>

### Academic Notes

The home institution sets the policy regarding the award of credits for coursework completed at Cattolica. Students are responsible for knowing their home institution's policies and procedures regarding this matter.

#### Cattolica International Curriculum:

- The International Curriculum courses are elective courses within the *Facoltà di Scienze Linguistiche e Letterature Straniere* degree course. Elective courses account for 6 ECTS and 44 contact hours.
- **Erasmus+ students\* can select only ONE course from the International Curriculum and will earn their remaining credits from the Academic Curriculum Courses in order to satisfy their home institution course load requirements.**
- Students will be asked to pay a **non-refundable** activity registration fee of 45 € (except for students admitted through Direct-Enrolment).
- Non-E.U. students taking courses within the International Curriculum usually enrol in 4 area courses and 1 Italian Language course (pre-session intensive or semester Italian Language course).
- The Italian Language Course is not a course of the International Curriculum. It is managed separately, please see dedicated paragraph below.
- Students will receive all the information related to course schedules and registration instructions before the beginning of classes.
- Students will be required to register for courses online. Detailed information will be sent directly to students on this matter. The registration for courses will be on a first-come, first-served basis.

- Students will be required to attend courses regularly. Most courses feature one midterm and one final examination (other forms of assessment may be used and may vary depending on the course).

\* Students from *Mälardalens Högskola*, *Hogeschool van Amsterdam* and *Universiteit Utrecht* are exempt from this rule and can take up to **four** International Curriculum courses.

## ADDITIONAL ACTIVITIES

During the enrolment process students may select some additional activities to add to their semester coursework. Be sure to discuss these options with students prior to having them complete their enrolment, as these options will be presented to them during the enrolment process and will be their only chance to select them. **If students do not select these options during their enrolment, they will not have the opportunity to choose them later.** Please make students aware if any of these options are not approved by you (and therefore not available as part of their exchange or study abroad benefits). The additional activities are:

- **STUDY ABROAD IMPACT LAB**
- **INTERNSHIP**
- **SERVICE-LEARNING OPPORTUNITIES**
- **PRE-SESSION INTENSIVE & SEMESTER ITALIAN LANGUAGE COURSES**

### STUDY ABROAD IMPACT LAB

The Study Abroad Impact Lab is a 5-step special content workshop designed to maximise the study abroad experience and focus on building the skills needed to land one's dream job. Study Abroad Impact Lab, is led by a faculty member and professionals, and consists of 5 workshops which will cover the following topics:

- the values of a study abroad experience
- cross-cultural competencies
- skills to complement a CV
- personal brand management
- reselling the study abroad experience to different companies

Registration fee: € 25.00

For further info visit [here](#)

Please note that the Study Abroad Impact Lab takes place before the start of the semester and students participating should arrive for Orientation Event 1.

### INTERNSHIP

The internship includes the course: *Mentoring Success: the Stage of Work*.

Type:	When:	Registration fee:	Credits
<b>Part-time</b>	during the academic semester, in combination with academic courses (max: 3 courses included the Semester Italian Language Course)	€ 500	6 ECTS
<b>Full-time</b>	after completion of a semester of study	€ 1500	6 ECTS
		€ 500	0 ECTS

Duration of internship placements: 2-6 months.

Internship requests for a duration of less than 2 months will be assessed on a case-by-case basis.

For further info visit [here](#)

### SERVICE-LEARNING OPPORTUNITIES

Service Learning / Volunteering Abroad opportunities are offered in education and language training. The placement will be carried out in schools where the languages taught may be English, German, Spanish, French. Students will be asked to attend the school two or three times weekly for a total of 4-6 hours per week, however the schedule may vary according to each school's needs. Some classes may also occur online and not in-person.

For further info visit [here](#)

## PRE-SESSION INTENSIVE ITALIAN LANGUAGE COURSES

Pre-session intensive Italian language courses are offered before the beginning of each semester. The courses are recommended for all students but not compulsory. Pre-session language courses are offered at an additional cost (see table below). **If students intend to follow the pre-session intensive Italian language course, they must select the course during the application process in the Cattolica enrolment portal as there is no opportunity to do so at a later stage.**

Level of instruction: from Absolute Beginner to Advanced.

For more information, contact Laura Ferrari (laura.ferrari@unicatt.it).

Course Description: the pre-session intensive Italian Language course consists of 44 hours (45 minutes each) over 2 weeks (6 ECTS credits). Once registered, students will take an online placement test and an online interview to assess their level. This also applies to absolute beginners.

## SEMESTER ITALIAN LANGUAGE COURSES

Semester Italian language courses are offered throughout the semester and in conjunction with the other academic courses. The courses are recommended for all students but not compulsory. Semester language courses are fee-paying courses (see table below) **If students intend to follow the semester Italian language course, they must select the course during the application process in the Cattolica enrolment portal as there is no opportunity to do so at a later stage.**

Level of instruction: from Absolute Beginner to Advanced, depending on the number of applicants.

For more information, contact Laura Ferrari (laura.ferrari@unicatt.it).

Course Description: the semester Italian Language course consists of 44 hours (45 minutes each, 6 ECTS credits). Once registered, students will take an online placement test and an online interview to assess their level. This also applies to absolute beginners.

<b>Cost for Exchange students</b>	<b>Cost for Fee-paying students (direct enrolment)</b>
Italian course registration fee: Not applicable	Italian course registration fee (when payment is made via the Portal by the Student themselves), non-refundable:  1 course - €30 2 courses - €50
Pre-session intensive: € 400	Pre-session intensive: included in tuition
Semester: € 400	Semester: included in tuition
Pre-session intensive PLUS semester course: € 600	Pre-session intensive PLUS semester course: included in tuition.

For further info visit [here](#)

## ORIENTATION PROGRAMME

Cattolica International will organize an on-campus Orientation Event at the beginning of the semester. Cattolica strongly encourages students to take part in the event.

The 3-day Orientation Event programme\* consists of:

*Day 1 (Tuesday morning/afternoon):* Welcome speech and Erasmus Student Network presentation, campus tour and welcome aperitivo;

*Day 2 (Wednesday morning/afternoon):* Info session on Cattolica International Curriculum and Cattolica Academic Curriculum; Italian Language course presentation.

*Day 3 (Thursday morning/afternoon):* Q&A info session

During the orientation students will be informed on campus services and how to organize their course schedule and select courses.

\*The 3-day Orientation Event programme does not apply for the *Special Orientation Event* on January 5, 2024

## ENROLMENT FEE

As part of their enrolment, all students are required to pay a mandatory non-refundable fee of € 80 (**This fee is included in the tuition fee for Direct Enrolment students where payment is made by the University**).

The benefits included in the enrolment fee are:

- 1) Student ID card that **can also function as bank card**
- 2) Health and liability insurance (see below MEDICAL REQUIREMENTS/ HEALTH SERVICES for more details)

## TRAVEL INFORMATION

There are 3 Airports in Milan and the surrounding areas.

- **Malpensa International Airport**, 40 Km from Milan City Centre.

Connected by the Malpensa Express trains which run to Cadorna Station and Milan Central Station every 30 minutes, single ride ticket € 13.

- **Milan Linate Airport**, 6 km from Milan City Centre.

Connected by bus 73 from outside the airport to San Babila metro station (Red line/MM1 line) in the Centre of Milan.

- **Bergamo Orio al Serio Airport**, 54 Km from Milan Central Station.

Connected by various buses (e.g., Orioshuttle, Terravision) from outside the airport which run to Milan Central station where you can find Metro lines MM2 (green line) and MM3 (yellow line). Average ticket price: €10.

**Milan metro/underground system:** Single ticket €2.20 (valid for 90 minutes from validation)

To reach Cattolica International department by Metro, (Via Carducci 30 – 20123 Milano) You can take the Red line MM1: stop at Cadorna Station and walk 10 minutes, or take the Green line MM2: stop at S.Ambrogio Station and walk 5 minutes. The Cattolica International department (Via Carducci, 30) is 5 minutes walking distance from the main campus (Largo Gemelli, 1).

Should students decide to commute by taxi from Malpensa International Airport or Bergamo Orio al Serio to Milan City Centre the cost will be around 110 €. Taxis from Linate cost around €25 to Milan city centre.

### COVID-19 information for travellers:

We recommend students are aware of travel rules and frequently consult the website **VIAGGIARE SICURI:**

<http://www.viaggiare Sicuri.it/> where all the information on travelling and entering Italy is listed. Students must be aware that according to their country of origin or if they are stopping in other countries while travelling to Italy they may be subjected to specific restrictions.

If necessary, specific updates and guidelines will be communicated to enrolled students prior to the beginning of the semester/academic year with reference to the Italian context to make sure all the interested students are aware of the guidelines and prescriptions to observe in the Country.

## ACCOMMODATION/ HOUSING

### HOUSING

Cattolica offers accommodation options via a third-party provider, **MIL Service**.

The type of housing provided is shared room in off-campus shared apartment. For more information please check the MIL Service website: <http://www.milservice.com/>.

Single rooms might be available if requested in advance when students are nominated and it is provided only if supported by students' home university specific documentation.

**Important Note:** Please advise your students to get started on their housing application through our housing provider MIL Service after the nomination deadline (see above) and not to wait until the end of the application/enrolment process. MIL Service will assign beds on a first-come first-served basis. Students may contact MIL Service through the [contact us page](#) to request information about housing availability. Students interested in booking a room must apply [through the website](#).

**Note for Universities whose students have guaranteed housing:** a housing placement in a **double room** is pre-arranged for your students. MIL Service will contact your students directly with all the necessary information to confirm their placement. Housing benefits begin on the official date of arrival and last until the end of the placement period inclusive of all examination and vacation periods between academic sessions. Housing costs will be included in the request of payment. Single rooms might be available if requested in advance when students are nominated, and it is provided only if supported by students' home university specific documentation.

## OTHER ACCOMMODATIONS

Students may check directly on our website possible alternative accommodation offered by third party providers. Please visit the following link: <https://international.unicatt.it/ucscinternational-milan-accommodation>

## MEALS

Students may have access to the campus cafeteria. As enrolled students, participants will have access to the student discounted rate of €7.70 (full meal) or €5.00 (light meal).

## MEDICAL REQUIREMENTS/ HEALTH SERVICES

Non-EU residents must take out an International Health Insurance, which covers costs related to medical treatment and admission to hospital and importantly medical evacuation and repatriation to their home country. Additionally, as part of their enrolment, all E.U. and Non-E.U. students are required to adhere to the **University's health and safety programme (Student Safety Package) for the entire duration of enrolment, which is an additional health insurance and personal liability coverage that is complementary to the international health coverage the students secure prior to their arrival in Italy.** Since Cattolica is unable to verify the coverage and policies of every international student, it applies this blanket policy to all students to ensure that every student has a minimum required coverage. Additionally, the University requires a personal liability insurance that most international health insurance policies do not include. **This coverage is only activated for the exact duration of the students' programme at Cattolica,** so it may not cover any travel dates to Italy before the start of the programme, or any travel that the students may do after the end of their programme. **We therefore recommend that students nonetheless enrol in any health insurance that their home university requires or at least for some additional travel health insurance that covers their travel dates outside of their programme dates.**

Under normal circumstances, should students need medical assistance, they can turn to the University Health Center. Students will still be encouraged, in case of suspected COVID infection, not to go the University Health Center but to follow local health authority protocols if applicable. Students will be given information on protocols to follow should the pandemic situation warrant it.

Student Health Center  
Largo A. Gemelli, 1  
20123 - Milano  
Palazzo Dominicanum  
First floor  
Tel. 02.7234.2217

Hours of operation:  
Mon to Fri 9.00AM - 4.30PM  
Consultations are free of charge. English-speaking Medical Specialist are available on demand.  
Psychological counselling is available on a fee-paying basis.

For further info visit [here](#).

## Info COVID-19

There are no current restrictions, any update will be posted at this link <https://www.unicatt.eu/landings-info-covid-19-provisions-for-the-university-community> International students can find further information on the Health and Safety at this page: <https://international.unicatt.it/ucscinternational-7676.htm>.

## ESTIMATED PERSONAL EXPENSES

In addition to room and board, students are responsible for all additional personal expenses.

Transportation (monthly pass): € 22 (+€ 10 for activation one time only)

Textbooks/readers: about €150

Additional expenses per month are estimated at: € 300-400 (minimum)

## VISA FOR NON - EU STUDENTS

Non-EU students are required to apply for a study visa. Once enrolled, students can download from their enrolment portal two admission letters (in English and in Italian) to be submitted to the Italian Consulate/Embassy, along with the study visa application. If students apply for their study visa independently, they will need to do so via the "Universitaly" portal (<https://www.universitaly.it/>). For more information about the *Universitaly* portal visa application process see: <https://international.unicatt.it/ucscinternational-exchange-programme-in-milan-post-admission-for-non-e-u-students>

However, if the Home University processes the visa applications in batches, the above procedure is not necessary.

## FISCAL CODE

The Codice Fiscale, or Fiscal Code, is a tax code containing letters and numbers. It is a unique identification code for each individual person issued by the Italian Tax Authority (Agenzia delle Entrate). It is a mandatory code for many official documents, housing private contracts, online purchases and money transfers. We suggest you advise your students to apply for it at the **Italian Embassy or Consulate Office** in their home country prior to their departure (students can search [here](#) for the one nearest to them).

For further info visit [here](#).

## TRANSCRIPT ISSUANCE

Semester 1 Late February

Semester 2 End of July

Full Year End of July

Procedure to ensure timely processing of transcripts: students need to close their career online through iCatt (the Cattolica students personal page) prior to their departure or once they have received all the grades relevant to the completion of their academic career. Additionally, students can download a self-certification which reports their academic career as provisional Transcript of Records from their iCatt page. This document cannot substitute the official Transcript of Records issued by Università Cattolica to the students' home University. Students who take late exams may experience some delay in receiving transcripts. Please notify International Student Services of any home institution deadlines for receiving transcripts for graduation, etc.

The final Transcript of Records is issued only at the end of the study period at Cattolica.